

**August 22, 2023**

**\*\*Circulation Clerk\*\***

This part time Clerk position works in the Circulation Department assisting patrons in checking library materials in and out, issuing library cards, and shelving materials. This position answers the main Library phone and assists patrons as needed. Clerk empties the Library drop boxes at specific times and checks in materials.

Hours:

Thursday 1:00 p.m. – 5:00 p.m.

Friday 1:00 p.m. – 6:00 p.m.

Every other Saturday 8:00 a.m. – 5:00 p.m.

Every other Sunday 12:00 p.m. – 5:00 p.m.

Salary

\$13.13 per hour

Employment applications may be obtained at the Circulation Desk or  
[www.mrrl.org](http://www.mrrl.org)

Missouri River Regional Library is an equal opportunity employer, committed to diversity, M/F/D/V. Please submit employment application to Human Resources by 5 p.m. September 7, 2023.

**Mailing Address**

PO Box 89  
Jefferson City, MO 65102-0089  
573.634.6064  
Fax: 573.634.7028

**Administrative Offices**

308 East High Street  
Suite 205  
Jefferson City, MO 65101  
573.634.6064  
Fax: 573.634.7028

**Main Library**

214 Adams Street  
Jefferson City, MO 65101  
573.634.2464  
Fax: 573.634.7028

**Osage County Library**

22 Library Lane  
Linn, MO 65051  
573.897.2951  
Fax: 573.897.3815