



## **CIRCULATION DESK ASSISTANT JOB ANNOUNCEMENT**

- Date:** July 31, 2018
- Position:** CIRCULATION DESK ASSISTANT (hourly, part-time)
- General Duties:** Assist in library circulation functions, assist in stack maintenance, help public in locating and interpreting library resources, perform other duties necessary to daily operations of the library.
- Qualifications:** High school diploma required. Experience working with the public preferred. Must be able to push, pull and lift 30 (thirty) pounds.
- Salary:** \$8.25 per hour. No benefits.
- Schedule:** Maximum 17 hours per week; some weekend and evening work required.
- Apply to:** Circulation Manager

Applications can be picked up at the Circulation Desk, or downloaded from our website @ [www.conyersrockdalelibrary.org](http://www.conyersrockdalelibrary.org), and will be accepted until the position is filled.

**THE CONYERS-ROCKDALE LIBRARY SYSTEM  
IS AN EQUAL OPPORTUNITY EMPLOYER**