

Stillwater County Position Announcement

Stillwater County is an Equal Opportunity Employer

Date: November 1, 2016

Position Title: Library Clerk

Salary: \$11.50 to \$12.00 per hour.

Department: Library

Hours: Full-time, up to 40 hours

Union Status: Non-Union position

Accepting Applications until filled. First review November 15, 2016

See Job Description for Details.

Function: This position performs professional and technical work in operation and maintaining the public library under the general supervision of the Chief Librarian. Must be able to assist with working with children, organizing, and executing library programs. Must be able to work with the general public, coworkers, and others in providing library services to the public.

This position performs duties which require accuracy, timeliness, and attention to detail. Work is performed in a library setting. Position may be required to work evenings and weekends. Position is required to travel to meetings with the State Library and Federation. Position must maintain the confidentiality of sensitive information.

This position requires the ability to: be mobile; stoop in order to retrieve library materials; sit or stand for extensive periods of time; walk; reach above head to grasp materials on higher shelves; lift at least 25 lbs; use step ladder or stool to reach materials on the top shelves; occasionally travel for special projects or training; calculate; handle money; read written material; operate library office equipment; maintain accurate files; be patient when helping patrons; have the visual acuity necessary to perform duties; ability to work with the public and multi tasking are essential.

Required: The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

--High School diploma or GED.

--Must possess or obtain Montana Library Certification from the Montana State Library within 3 years.

Special Requirements: N/A.

To Apply:

Submit **County Application, resume, and references** to Finance and Human Resources Office, Stillwater County Courthouse, PO Box 795, Columbus, MT 59019. Application and Job Description may be found at www.Stillwater.mt.gov. **Late, incomplete or unsigned applications may not be considered.**

Stillwater County is an Equal Opportunity Employer. Applicants who require special accommodation due to disability should contact the Human Resources Office at 322-8014.