

PULASKI COUNTY

LIBRARY CIRCULATION ASSISTANT

This position is responsible for performing a wide variety of general library work such as facilitating the public's access to library services and materials by obtaining and maintaining requested materials and assisting the public with library computers and reference needs. Evening and Saturday work may be required.

A two-year associate's degree from an accredited college or the equivalent of one year of customer service experience. Library experience and a four-year college degree are preferred. Possess good oral and written communication, computer skills and basic math and clerical skills. Ability to work effectively with the public. Be able to pass a drug test and background check.

Frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 50 pounds. The position also requires constant use of the visual and auditory senses as well as dexterity and skill in office equipment.

The salary scale for this position is \$27,860 - \$41,790 and is commensurate based on education and experience. This is a full time position and includes full benefits such as health, dental, optional vision, retirement, vacation and sick leave and paid holidays.

Interested individuals can apply at the appropriate Virginia Employment Commission Office located in Radford, VA Radford@vec.virginia.gov or Wytheville, VA Wytheville@vec.virginia.gov, Monday through Friday, 8:30 a.m. to 4:30 p.m or may download and submit an application from www.pulaskicounty.org to Tammy Safewright, Human Resource Specialist, 143 Third Street, NW, Suite 1, Pulaski, VA 24301.

Open until filled with reviews beginning May 23, 2016.

Equal Opportunity Employer