



Circulation Desk Clerk Full-Time: 40hours. Starting pay is \$13.00. We're located at 289 Black Gold Blvd. Hazard, KY. 41701. Essential functions: Greet, assist, and refer individuals according to their needs. Perform all aspects of circulation duties including phone and in person inquiries, empty book-drop, check materials in/out, shelve items, process holds and interlibrary loans, register new cardholders and collect fines/fees. Assist customers with the use of all library equipment, send faxes. Replenish copier paper and toner. Education requirements: Associates Degree. Must obtain and renew appropriate library certification as required by the Kentucky Department for Libraries and Archives. Full-Time are eligible for full benefits package. Applicants must turn in a resume with their job application form.

Circulation Desk Clerk Part-Time: 21 hours per week. Starting pay is \$13.00. Essential functions: Greet, assist, and refer individuals according to their needs. Perform all aspects of circulation duties including phone and in person inquiries, empty book-drop, check materials in/out, shelve items, process holds and interlibrary loans, register new cardholders and collect fines/fees. Assist customers with the use of all library equipment, send faxes. Replenish copier paper and toner. Education requirements: Associates Degree. Must obtain and renew appropriate library certification as required by the Kentucky Department for Libraries and Archives. Applicants must turn in a resume with their job application form.