

**POSITION AVAILABLE**  
(Children's Services Assistant)

Colleton County is accepting applications from qualified individuals for the part-time; grant funded position of Children's Services Assistant. The successful candidate will under general supervision:

- Perform various library functions, including a limited time assisting at the Circulation Desk
- Help register children for summer programs
- Maintain shelves in an orderly manner and in accordance with standard library practices
- Assist with computer games
- Perform various clerical duties

High school or college student with the ability to work effectively with the public and children, good alphabetical and numerical skills and the ability to follow instructions and library procedures. Must have basic computer skills, including Microsoft Word, Excel, PowerPoint and the Internet, also have knowledge of or desire to learn the Dewey Decimal System. Variable work hours, a pre-employment drug screen and a satisfactory background check are also required.

Submit applications at the nearest S. C. Works Center or the Career Skills Center located at 1085 Thunderbolt Avenue, Walterboro, SC 29488. The position will remain open until filled. Only qualified applicants will be contacted for an interview. Colleton County Government is an Equal Opportunity Employer.

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**MINIMUM HOURLY RATE OF PAY: \$8.00**  
**PART – TIME/ GRANT – FUNDED**