

POSITION AVAILABLE
(LIBRARY CLERK III)

Colleton County Government is accepting applications for the position of part-time Library Clerk III for the Cottageville Library with occasional duties at the Walterboro and Edisto Beach Libraries. The successful candidate will under general supervision, perform various library functions including assisting at the Circulation Desk, assisting patrons in locating materials and using the library computer system and electronic resources. Will maintain periodicals, shelves, and perform various clerical duties.

Requires a high school diploma with one to two years of routine office experience and experience dealing with the public; or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities. Must have computer skills. 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 considered for interviews. Colleton County is an Equal Opportunity Employer.

MINIMUM HOURLY RATE OF PAY: \$12.25
PART-TIME
SC STATE RETIREMENT