



Job Opening Circulation Clerk

Job Title:	Circulation Clerk (1 position available)	Location:	Millersville Public Library 1174 Louisville Highway Goodlettsville, Tennessee 37072
Department/Group:	Sumner County Libraries	Position Type:	Part-time (15 hours per week)
Date posted:	7-26-2021	Posting Expires:	Until filled
External posting URL:	http://www.sumntrn.org/Links_Resources/Job_Openings		
Applications Accepted By:			
E-MAIL: mpl.librarymanager@gmail.com	MAIL: Millersville Public Library of Sumner County Attn: Library Manager P.O. Box 213 Millersville, TN 37072		
SUBJECT LINE: Attention: Manager RE: Circulation Clerk			

Job Description

The employee will perform library clerical work associated with the functions of a library. This requires the employee to use the library database and to maintain the proper organization and distribution of library materials. Work will involve initial contact and communication with library patrons and guests and will be performed according to well-defined procedures.

RESPONSIBILITIES

The Library Clerk's primary role is a library representative working mostly at the Circulation Desk in order to efficiently serve all patrons and guests. Examples of library clerk responsibilities include, but are not limited to, these tasks:

- Assist library patrons and guests with locating materials and with their use of computers
- Check library books and materials in and out of the library
- Explain borrowing procedures to library patrons
- Issue borrowers new library cards
- Collect fines and complete monetary transactions
- Shelve library materials according to the Dewey Decimal System
- Assist in the physical upkeep of materials, i.e. cleaning and making minor repairs
- Answer telephone calls, transfer calls and provide information to callers
- Tally numerical totals for record keeping purposes
- Operate office machinery such as the photocopier, fax machine, and computer
- Use computer applications such as spreadsheets, word processing, calendar, and e-mail
- Cooperate as a team member with all library staff

Minimum Qualifications

Possession of a high school diploma or a high school equivalency diploma.

Preferred Skills

The ideal candidate will have the ability to understand and follow both verbal and written instructions, the ability to effectively speak and write, and the ability to establish and maintain effective working relationships with co-workers, library patrons and the general public. Additionally, the ideal candidate will be self-motivated and able to use initiative and independent judgment. The candidate must have the stamina for extended periods of walking, standing, sitting, bending, stooping and kneeling. The candidate must be willing to assume additional responsibilities as needed to assist in maintaining and operating the library. The candidate must be willing to work evenings and Saturdays.



Application for Employment

Sumner County Government

Type of Position Applying for: _____ Date: _____

PERSONAL INFORMATION

LAST NAME		FIRST NAME			MIDDLE INITIAL
CURRENT ADDRESS		CITY	STATE	ZIP	COUNTY
HOME PHONE	WORK PHONE	CELL (OPTIONAL)			
E-MAIL ADDRESS		SOCIAL SECURITY NUMBER (OPTIONAL - REQUIRED UPON EMPLOYMENT)			
ARE YOU UNDER THE AGE OF 18? YES <input type="checkbox"/> No <input type="checkbox"/>		ARE YOU A U.S. CITIZEN? YES <input checked="" type="radio"/> No <input type="checkbox"/> IF NOT A U.S. CITIZEN, ARE YOU ELIGIBLE FOR LAWFUL EMPLOYMENT IN THE U.S.? YES <input checked="" type="radio"/> No <input type="checkbox"/>			
DATE AVAILABLE	NAME USED ON TRANSCRIPTS				
SALARY RANGE DESIRED		PROOF OF IDENTITY, CITIZENSHIP OR LEGAL RIGHT TO WORK IN THE U.S. WILL BE REQUIRED UPON HIRING.			

HAVE YOU EVER BEEN EMPLOYED BY ANY DEPARTMENT OF SUMNER COUNTY GOVERNMENT? YES No IF YES, EXPLAIN IF YES, WHEN? _____ DEPT./POSITION _____

HAVE YOU EVER BEEN ARRESTED OR CONVICTED OF ANY LAW VIOLATION OTHER THAN TRAFFIC VIOLATIONS? YES No IF YES, EXPLAIN

DATE	PLACE	CHARGE	DISPOSITION

EDUCATION - SKILLS - ABILITIES					
Type of School	Name, City & State	Years Attended From/To	Circle Highest Year Completed	Diploma, GED or Degree	List Degree and/or AREA OF CONCENTRATION
High School			9 10	Yes No	
			11 12		
College (Undergraduate)		To	1 2	Yes No	
			3 4		
College (Graduate)		To	1 2	Yes No	
			3 3		
Trade School		To	1 2	Yes No	
			3 4		

PROFESSIONAL LICENSURE OR CERTIFICATION

ARE YOU LICENSED TO PRACTICE IN ANY PROFESSION? YES NO

IF YES, LIST BELOW:

PROFESSION	LICENSE NUMBER	ISSUING AGENCY	EXPIRATION DATE
PROFESSION	LICENSE NUMBER	ISSUING AGENCY	EXPIRATION DATE
PROFESSION	LICENSE NUMBER	ISSUING AGENCY	EXPIRATION DATE

HAS YOUR PROFESSIONAL LICENSE EVER BEEN REVOKED OR SUSPENDED? YES

IF YES, EXPLAIN:

MILITARY SERVICE RECORD

BRANCH SERVICE	FROM DATE	TO DATE	KIND OF DISCHARGE RECEIVED

EXPLAIN ANY SPECIAL MILITARY SCHOOLING RECEIVED THAT WOULD ASSIST YOU TO FULFILL THIS POSITION?

PREVIOUS WORK EXPERIENCE - PAST FIVE YEARS (BEGIN WITH MOST RECENT EMPLOYMENT - ADD PAGES IF NECESSARY)

EMPLOYER NAME _____ FROM _____ To _____
MONTH/YEAR MONTH/YEAR

ADDRESS _____ PHONE NUMBER _____
STREET CITY STATE

STARTING POSITION TITLE _____ LAST POSITION TITLE _____ LAST SALARY \$ _____

DESCRIPTION OF DUTIES _____

REASON FOR LEAVING _____

EMPLOYER NAME _____ FROM _____ To _____
MONTH/YEAR MONTH/YEAR

ADDRESS _____ PHONE NUMBER _____
STREET CITY STATE

STARTING POSITION TITLE _____ LAST POSITION TITLE _____ LAST SALARY \$ _____

DESCRIPTION OF DUTIES _____

REASON FOR LEAVING _____

EMPLOYER NAME _____ FROM _____ To _____
MONTH/YEAR MONTH/YEAR

ADDRESS _____ PHONE NUMBER _____
STREET CITY STATE

STARTING POSITION TITLE _____ LAST POSITION TITLE _____ LAST SALARY \$ _____

DESCRIPTION OF DUTIES _____

REASON FOR LEAVING _____

EMPLOYER NAME _____ FROM _____ To _____
MONTH/YEAR MONTH/YEAR

ADDRESS _____ PHONE NUMBER _____
STREET CITY STATE

STARTING POSITION TITLE _____ LAST POSITION TITLE _____ LAST SALARY \$ _____

DESCRIPTION OF DUTIES _____

REASON FOR LEAVING _____

SKILLS AND ABILITIES PLEASE LIST ANY ADDITIONAL RELATED SKILLS FOR WHICH YOU HAVE TRAINING OR EXPERIENCE.

OFFICE AND COMPUTER SKILLS:

LIST SYSTEMS, SOFTWARE AND KNOWLEDGE LEVEL

TYPING/KEYBOARDING SPEED _____ **WPM** _____ 10-KEY BY TOUCH _____ TRANSCRIPTION OTHER _____

BILINGUAL SKILLS: VERBAL _____ WRITTEN _____

OTHER KNOWLEDGE , SKILLS AND ABILITIES RELEVANT TO POSITION TO WHICH YOU ARE APPLYING: _____

ADDITIONAL INFORMATION THAT COULD HELP YOU QUALIFY FOR THIS POSITION • EXAMPLES INCLUDE CLASSES (INCLUDE DATES), CERTIFICATES, CURRENT LICENSES, SPECIFIC EQUIPMENT AND OTHER SKILLS.

REFERENCES

NAME	ADDRESS, CITY, STATE	PHONE NUMBER
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I understand that any false answer or statement made by me on this application or any supplement that I have attached, or in connection with my application for employment with any department of Sumner County Government will be sufficient grounds for rejection of my application or immediate dismissal if I am employed.

I certify that all information listed on my application is complete and accurate to the best of my knowledge. I further understand that I will not be given any opportunity to update my previous experience declarations after I have been employed.

I hereby authorize Sumner County Government and its agents to conduct a thorough investigation of my background, including past employment, and agree to cooperate. I hereby release from liability all persons, companies, institutions or corporations supplying information requested pursuant to this application.

My signature below indicates that I understand these stipulations.

Applicant Signature _____

Date _____

NOTE: If you are applying for a position for the Sumner County EMS Department or the Sumner County Sheriffs's Office, you MUST complete the section on the Back of this page. S2!:J1.Y applicants for either of those two departments are to complete that information.

SUMNER COUNTY EMS DEPARTMENT APPLICANTS ONLY

SUMMARY

Demonstrate your suitability for position sought by outlining your career objectives and elaborating on the factual material already presented. Show how your experience (educational, extracurricular and work) is relevant to the position, organization, and/or field of work for which you are applying.

Please give a brief explanation of your work ethics and habits.



THIS SECTION TO BE COMPLETED BY EMS AND SHERIFFS'S DEPARTMENT APPLICANTS ONLY

SUMNER COUNTY EMS DEPARTMENT APPLICANTS

AND

SUMNER CouNTY SHERIFFs's DEPARTMENT APPLICANTS

TO DETERMINE MY SUITABILITY FOR EMPLOYMENT, I AUTHORIZE THE SUMNER COUNTY EMS DEPARTMENT AND THE SUMNER COUNTY SHERIFF'S DEPARTMENT TO PERFORM BACKGROUND INVESTIGATIONS AS DEEMED APPROPRIATE./ UNDERSTAND THAT THIS MAY INCLUDE CONTACTING ANY INDIVIDUAL OR ORGANIZATION WITH WHOM/ HAVE HAD CONTACT AND/ AUTHORIZE ALL PARTIES TO FURNISH ANY INFORMATION THEY MAY HAVE. I RELEASE ALL PARTIES, INCLUDING THE SUMNER COUNTY GOVERNMENT AND ANY EMPLOYEES OR AGENTS FROM ANY AND ALL LIABILITY FOR ANY AND ALL DAMAGES WHATSOEVER INCURRED IN FURNISHING THIS INFORMATION.

I FURTHER AGREE THAT ALL REPRODUCED COPIES OF THIS STATEMENT AND MY SIGNATURE ARE VALID AS THE ORIGINAL.

APPLICANTS SIGNATURE _____

DATE - - - - -

NOTE:

THE SUMNER COUNTY **EMS** DEPARTMENT AND THE SUMNER COUNTY SHERIFFS'S DEPARTMENT ARE DRUG FREE EMPLOYERS. ALL EMPLOYEES MUST ADHERE TO A No-TOLERANCE DRUG POLICY, THEREFORE, APPLICANTS SELECTED FOR EMPLOYMENT MUST SUCCESSFULLY UNDERGO A URINALYSIS SCREENING FOR DRUG USE AS A CONDITION OF EMPLOYMENT.

IN ADDITION, CERTAIN POSITIONS REQUIRE APPLICANTS PASS A PHYSICAL, AGILITY ASSESSMENT AND/OR A PSYCHOLOGICAL EXAMINATION BEFORE EMPLOYMENT CAN BEGIN.