

## **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.

The salary scale for this position is \$27,860 - \$45,551 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](mailto:Radford@vec.virginia.gov) or Wytheville, VA [Wytheville@vec.virginia.gov](mailto: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](http://www.pulaskicounty.org) to Tammy Safewright, Human Resources Director, 143 Third Street, NW, Suite 1, Pulaski, VA 24301.

Open until filled with reviews beginning October 10, 2017.

Equal Opportunity Employer