



## **CITY OF PIGEON FORGE LIBRARY**

### **Part-Time Position: Circulation Desk Clerk**

**Job Description:** This is responsible clerical work providing assistance with the daily operations of the public library system for the City of Pigeon Forge. Activities associated with the job include checking books and other materials in and out, re-shelving books, assisting with posting and sending overdue notices, assisting library patrons with registration requirements and processing library materials. Additional activities include answering reference questions and assisting with children's library programs. It requires accuracy and consistency as well as good judgment, problem-solving, and computer skills.

**Qualifications:** High School diploma or equivalent; good organizational, interpersonal, and decision making skills; some experience performing basic accounting transactions and general office administrative duties; excellent customer service skills and computer knowledge required. Position requires flexible scheduling, which may include occasional evenings and Saturdays; valid Tennessee Driver's License required.

**Applications can be completed online at <http://cityofpigeonforgetn.gov> under the Human Resources Link.** Applications may be picked up at: Pigeon Forge Library, 2449 Library Drive, Pigeon Forge, TN 37863. **Mail resumes/applications to:** City of Pigeon Forge, Human Resource Department, P.O. Box 1350, Pigeon Forge, TN 37868-1350.

**Application must be postmarked by Friday, March 29, 2019.**

The City of Pigeon Forge is an Equal Opportunity Employer and considers applicants for all positions, including those that are federal or state sponsored, without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. The City is committed to complying with both Titles VI and VII of the *Civil Rights Act of 1964 (42 U.S.C. 2000d)*. The City is a Drug-Free Workplace, and all applicants are subject to a background check, driving history check, and drug testing in accordance with City policy.