

# OFFICE OF THE COUNTY ADMINISTRATOR

1 PUBLIC SQUARE, ROOM 210

DARLINGTON, SOUTH CAROLINA 29532

(843) 398-4100

FAX (843) 398-9679

## PART TIME CIRCULATION CLERK/CHILDREN'S SPECIALIST – SOCIETY HILL LIBRARY

Under general supervision, this employee assists patrons with various library services, performing a variety of circulation procedures, handling patron registrations and overdue book functions, and shelving materials. In addition, this employee provides special services to children and youth, including story hour programs for various ages, Summer Reading Club activities, and off-site special children's programs as scheduled. Reports to the Branch Manager.

### MINIMUM TRAINING AND EXPERIENCE

High school graduate with some library/office experience; interest and experience working with children's programming; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.

Part- time, 19 hours per week, \$8.83 per hour/ no benefits

Apply in the Darlington County Administrator's Office, 1 Public Square, Room 210 (Courthouse), Darlington, SC 29532 or obtain an application online at

<http://www.Darcosc.com/onlineforms/employmentapplication.pdf>; there are two forms to fill out, the job application and the release of information form, then mail to above address or email to [gwinburn@darcosc.com](mailto:gwinburn@darcosc.com).

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION & RELEASE OF INFORMATION FORM.**

**EOE/AA**