JOB POSTING: FULL-TIME CIRCULATION CLERK

The Jackson-Madison County Library is accepting applications for a Full- Time Circulation Clerk. Applicants must submit a completed Madison County application form to Dinah Harris at dharris@madisoncountytn.gov . Application may be picked up at the Main Library 433 E. Lafayette Street or the North Branch at 8 Stonebridge, Suite F & G.

**Posted date:**  *August 4, 2025*

**Posted until position is filled.**

**Location:** *Jackson-Madison County Library, 433 East Lafayette St, Jackson, TN*

Jackson- Madison County Library seeks enthusiastic, service-oriented, circulation clerk. This is a 35-hour week position at our Main Library downtown. Hours are Monday through Thursday 12:15 pm – 8:15 pm and Saturdays 9-5.

Candidates must possess the following skills:

* Library experience preferred but not mandatory.
* Ability to use/learn Dewey Decimal Classification System.
* Ability to organize in alphabetical order.
* Excellent oral and written communication skills.
* Excellent customer service skills.
* Intermediate computer skills and ability to operate various mobile devices.
* Ability to multi-task.

Specific job responsibilities will be discussed if interview is granted.