

9992

**Newton County Employee  
Job Opportunity Announcement**

Date: 05/05/2026

**Position: Library Clerk-part time** (16 hrs. per week Wednesday & Friday, 8:30-5:00)

**Requirements:**

- Must be at least 18 years of age with a High School Diploma or GED
- Must be able to pass a drug test
- Must pass a criminal background check
- Must be self-motivated with a positive attitude
- Oral and written communication skills
- Ability to maintain exemplary public service attitude at all times
- Typing/keyboarding, filing, and the ability to learn the library automation system and online catalog.
- Maintain circulation desk.
- Ability to follow instructions and physical ability to perform tasks assigned.
- Must be able to deal with the public assisting patrons in library and computer usage.

**Duties:** Includes, but is not limited to:

- Covers circulation desk: check in/out, reserves, holds, new patrons, fines, shelving materials, covering books, providing reference help as able or refer to other staff.
- Keep sections of the library in proper order and condition, straightening and dusting as time allows.
- Maintain computer usage for patrons.
- Perform other related duties as needed.

**Salary:** \$11.75 per hour

**Reports to:** Stephanie Ducote- Library Director

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An application may be picked up at the Treasurer's Office or downloaded from the County website. To be considered, please make sure the Treasurer's Office receives a **Complete and updated** application for their files.

Job will begin: 06/01/2026

**POSTED**

MAY 04 2026

TIME 4:15 P

BY: *Sandra K. Duckworth*

SANDRA K. DUCKWORTH, COUNTY CLERK