

The Library of Hattiesburg Petal & Forrest County is now accepting applications for the following positions:

Open: February 28, 2024

Application Deadline: March 8th at Noon

Available: April 1, 2024

Salary: \$23,586.75 annual (\$11.34 per hour)

Benefits: state retirement, state health and life insurance, dental and vision insurance, Concern Employee Assistance Program, 8 hours sick leave per month and 8 hours annual leave per month.

## **Library Assistant II (Full-Time)**

We are looking for a positive, energetic person to provide great customer service for patrons at the library. The ideal candidate for this position has a “can-do” attitude and is motivated and committed to providing exceptional library service. The successful candidate must be flexible and responsive to the changes and challenges of the library’s daily, dynamic operation.

### **Primary Responsibilities:**

Provides excellent customer service, conducting library business with the public and staff in a courteous and positive manner.

Primary work duties are in public service areas of the library (Youth Services, Information Services, Circulation Services and the Petal Library)

Additional work duties are in Technical Services and Administrative Services as needed.

Recommends resources (digital and physical) to meet user needs.

Assists users with digital and physical resources.

Assists users in computer labs.

Shelves, reads and straightens physical library resources.

Assists with cleaning and maintenance of library physical plant and furniture.

### **Additional Responsibilities:**

Follows all management directives to assist in providing excellent customer service and the effective over-all operation of the library.

### **Qualifications:**

Must demonstrate a positive and enthusiastic commitment to customer service and possess exceptional problem-solving customer relations skills.

Must be able to work as an effective team member and demonstrate a “whatever it takes” work ethic.

Must be able to communicate clearly, diplomatically and in a friendly and positive manner with library users and staff from diverse ethnic, socioeconomic and cultural backgrounds.

Must have a working knowledge of PCs in a Windows environment.

Must have a working knowledge of apps in an Android and/or IOS environment.

Work experience in providing direct customer assistance in digital formats (Windows, Android, IOS) is desirable. Work experience with SirsiDynix Workflows is desirable.

Must be able to work a regular schedule of 40 hours per week, including some evening and weekend hours.

Must have a working knowledge of alphabetization and the Dewey Decimal Classification System.

Must have the ability to stand the majority of the work shift and to reach materials at high and low levels.

Must have the physical agility to bend, stoop, twist, turn and to move materials from place to place.

Must have the physical ability to push carts and bins loaded with materials.

Must have the visual acuity to read a computer screen and a wide variety of library materials and documents.

Experience in working in a public library is preferred.

# EMPLOYMENT APPLICATION COVER PAGE

PLEASE READ THESE INSTRUCTIONS CAREFULLY

**IF THE APPLICATION IS NOT FILLED OUT *COMPLETELY* YOU WILL NOT BE CONSIDERED**

The applications will be reviewed by a committee and selected applicants (based on education and experience) will be interviewed.

To complete the application answer each question. Do not attach resumes or other printed documents to the application.

Applications must be returned in digital format via email to [naomi@hpfc.lib.ms.us](mailto:naomi@hpfc.lib.ms.us) with a subject line of Library Application.

Not everyone who files an application will be called for an interview.

## **DESCRIPTION OF POSITION**

Full-time Library Assistant II position. The position's primary responsibilities are in public services. This is a 40 hour per week position with a beginning salary of \$23,586.75. The salary is paid once per month on the last business day of the month. Selected applicants may be scheduled to work at the Hattiesburg Library, the Petal Library or both libraries.

## **LIBRARY STAFF HOURS**

Monday – Thursday 8:00–7:15, Friday – Saturday 8:15 – 5:15

A 40 hour work week will be scheduled during these hours.

# THE LIBRARY OF HATTIESBURG PETAL & FORREST COUNTY

## LIBRARY ASSISTANT II PUBLIC SERVICE

revised 03/2021

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

If you **are not** a U.S. citizen, do you have the legal right to work in the United States?  
*(Proof may be required after hire.)*

\_\_\_\_\_ YES          \_\_\_\_\_ NO          \_\_\_\_\_ DOES NOT APPLY

Have you ever been convicted of a crime?          \_\_\_\_\_ YES          \_\_\_\_\_ NO

If yes, please explain below. Note: A conviction does not automatically mean you will not be hired, but misinformation on this item can be grounds for further consideration of termination if you are hired. What you were convicted of and how long ago are important. Give all the facts so a decision can be made.

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# PART I

## RELEVANT JOB EXPERIENCE

In this part of the application we are interested in those life experiences which are related to the job for which you are applying. In the spaces below (*use extra paper if necessary*) list **only** those experiences which are related and/or show you can do the job for which you are applying. You may list part-time and unpaid experience, as well as, full-time and paid experience. The letter codes (*A, B, C, etc.*) will be used later in completing this application, therefore, if you list additional experiences be sure to put a letter code (*F, G, H, etc.*) above each additional experience.

May we contact your present employer? \_\_\_\_\_ YES \_\_\_\_\_ NO

*If you check yes, your present employer will not be called until you have completed an interview and are a finalist for the position.*

Are you currently working for a State agency, such as a school, a hospital, or a city or county government office in a position that is covered by the Mississippi Public Employees' Retirement System?

\_\_\_\_\_ YES \_\_\_\_\_ NO

Are you currently retired from OR are you drawing benefits from the Mississippi Public Employees' Retirement System? \_\_\_\_\_ YES \_\_\_\_\_ NO

### VERIFICATION OF ALL THIS INFORMATION MUST BE POSSIBLE

(A)

Job Title: \_\_\_\_\_  
Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_  
(From / To) \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Salary when you left: \_\_\_\_\_  
Reason you left: \_\_\_\_\_

(B)

Job Title: \_\_\_\_\_  
Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_  
(From / To) \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Salary when you left: \_\_\_\_\_  
Reason you left: \_\_\_\_\_

# PART I

(CONTINUED)

(C)

Job Title: \_\_\_\_\_  
Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_  
(From / To) \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Salary when you left: \_\_\_\_\_  
Reason you left: \_\_\_\_\_

(D)

Job Title: \_\_\_\_\_  
Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_  
(From / To) \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Salary when you left: \_\_\_\_\_  
Reason you left: \_\_\_\_\_

(E)

Job Title: \_\_\_\_\_  
Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_  
(From / To) \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Salary when you left: \_\_\_\_\_  
Reason you left: \_\_\_\_\_

# PART II

## RELEVANT EDUCATION/TRAINING

In this part of the application we are interested in your education/training which is related to the job for which you are applying. In the spaces below *(use extra paper if necessary)* list only the education/training which is related to the job and show that you can do the job for which you are applying. You may list accredited formal education/training and/or informal, part-time, paid or unpaid training. Self-taught or other methods of informal learning, perhaps from someone else, may be listed since verification is possible. The number codes *(1, 2, 3, etc.)* will be used later in completing this application, therefore, if you list additional education/training be sure to put a number code *(9, 10, 11, etc.)* above each one.

**VERIFICATION OF ALL OF THIS INFORMATION MUST BE POSSIBLE**

(1)

Type of Program / Course: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where Attended: \_\_\_\_\_  
Dates Attended: \_\_\_\_\_  
Course Title: \_\_\_\_\_

(2)

Type of Program / Course: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where Attended: \_\_\_\_\_  
Dates Attended: \_\_\_\_\_  
Course Title: \_\_\_\_\_

# PART II

(CONTINUED)

(3)

Type of Program / Course:

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Where Attended:

Dates Attended:

Course Title:

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(4)

Type of Program / Course:

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Where Attended:

Dates Attended:

Course Title:

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(5)

Type of Program / Course:

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Where Attended:

Dates Attended:

Course Title:

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# PART III

Answer the questions below. Questions with “MQ” represent the minimum qualifications for this job. If you cannot answer YES to each of these questions you do not qualify for this position.

Insert a letter (from Part I) or a number (from Part II) in the space after CODES to specify where you obtained or used the knowledge, skill, or ability.

*Please note: If you fill out the application incorrectly or incompletely you will not be considered for the position.*

1. Do you have experience or training in providing great customer service?

(MQ) \_\_\_\_\_ YES \_\_\_\_\_ NO CODES \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

2. Do you have experience or training in using a PC in a Window’s environment?

(MQ) \_\_\_\_\_ YES \_\_\_\_\_ NO CODES \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

3. Do you have experience or training in using Android and/or IOS apps?

(MQ) \_\_\_\_\_ YES \_\_\_\_\_ NO CODES \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

4. Do you have experience or training in communicating in an effective, pleasant and friendly manner?

(MQ) \_\_\_\_\_ YES \_\_\_\_\_ NO CODES \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

5. Can you provide **two valid** forms of identification at this time?

One of these *must* be a valid Government issued picture ID – the other can be your Social Security card, etc.

(MQ) \_\_\_\_\_ YES \_\_\_\_\_ NO



# PART IV

The questions in the following section are not necessary minimum qualifications. These questions pertain to desirable qualifications. Unlike the section containing MQ questions, you do not have to answer YES to all of these questions to qualify for the job. It should be noted, though, that those applicants answering YES may be considered better qualified for the job.

**Insert a letter (from Part I) or a number (from part II) in the space after CODES to specify where you obtained or used the knowledge, skill, or ability.**

*Note: If you fill out the application incorrectly or incompletely you will not be considered for the position.*

Please describe your experience in the blanks that follow each question.

1. Have you had experience or training in library circulation desk procedures?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

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2. Have you had experience or training in working at a customer service desk?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

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3. Have you had experience or training in providing reference services?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

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# PART IV

(CONTINUED)

4. Have you had experience or training in helping people find books?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

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5. Have you had experience or training in shelving library materials?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

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6. Have you had experience or training in performing clerical duties?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

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7. Have you had experience or training in providing computer and/or app assistance?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

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8. Have you been found guilty of fraud or embezzlement?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES \_\_\_\_\_

*(If you answer YES please explain)*

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By submitting this application, I certify that the information is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

I authorize the employer to contact references I have listed in order to verify information provided.

# WORK SCHEDULE

Availability to work needed hours is a factor is the final selection. This page must be completed. If you are selected, a 40 hour work schedule will be prepared from this worksheet.

## List below the hours you are NOT AVAILABLE TO WORK

DAYS OPEN	HOURS	HOURS NOT AVAILABLE
Monday	8:00-7:15	_____
Tuesday	8:00-7:15	_____
Wednesday	8:00-7:15	_____
Thursday	8:00-7:15	_____
Friday	8:15-5:15	_____
Saturday	8:15-5:15	_____

Comments:

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