

# Sumter County Office of Human Resources



**Kimberly Hooks**  
**Human Resources Assistant**  
**Telephone: (803) 774-2824**  
**FAX: (803) 774-2827**

**Sumter County**  
**Administration Building**  
**13 East Canal Street**  
**Sumter, SC 29150**

**Sumter County is Presently Seeking a  
Circulation Services Assistant for the  
Sumter County Library – Wesmark Branch  
(Part-time) 25hrs per week  
Salary: DOQ**

**EXAMPLES OF WORK PERFORMED:** The Circulation Services Assistant is responsible for assisting library patrons by circulating and renewing materials, taking reserves, locating materials, etc., using the automated library system; assists patrons with basic informational and directional requests. Works at the circulation desk according to assigned schedule. Assures all library users are properly registered to check out library material. Helps maintain the New Book Shelf and other displays. Handles fines, fees, payments, etc. Reports to the Library Director.

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES:** Has strong customer relation skills. Must have knowledge of library practices, procedures, and techniques. Have strong oral and written communication skills. Must be familiar with standard office equipment including personal computers and word processing, spreadsheet, and database software. Must be able to learn and implement Library specialty software systems and procedures. Has the ability to work independently and collaboratively in a team environment that promotes continuous assessment and continuous improvement. Demonstrates the ability to multi-task and pay attention to accuracy and have the ability to complete tasks in a timely manner. Must be able to demonstrate a strong commitment to diversity and work with a diverse community clientele. Must be able to lift up to 50 pounds and push book carts weighing over 100 pounds.

**MINIMUM REQUIREMENTS:** Requires a high school diploma or equivalent. At least two years further training from college, technical school, etc. is preferred.

**BENEFITS:** Sumter County Government participates in the SC State Health Plans and Retirement Plans administered by PEBA (Public Employee Benefit Authority). A complete listing of benefits and eligibility requirements can be found by accessing [peba.sc.gov](http://peba.sc.gov). An overview of benefits and eligibility will be provided in the pre-employment packet and again during the new hire orientation.

**REQUEST ASSISTANCE:** If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at (803) 774-2824 or emailing [khooks@sumtercountysc.gov](mailto:khooks@sumtercountysc.gov).

**REASONABLE ACCOMODATION:** Applicants with disabilities may contact Sumter County Government – Human Resources via telephone at (803) 774-2824, FAX (803) 774-2827 or e-mail [khooks@sumtercountysc.gov](mailto:khooks@sumtercountysc.gov) to request and arrange for accommodations. If you need assistance to accommodate a disability, you may request an accommodation at any time.

**Qualified applicants interested in applying should:**

Visit our website at [sumtercountysc.gov](http://sumtercountysc.gov) for a pre-employment application

**And**

E-mail cover letter, résumé and application to [khooks@sumtercountysc.gov](mailto:khooks@sumtercountysc.gov)

**Or**

Fax cover letter, résumé and application to (803) 774-2827

**Opening Date: January 19, 2024**

**Closing Date: Until Filled**

**EEO/AA  
DRUGS DON'T WORK**