

City of Opp
Job Announcement

Library Clerk – Opp Public Library

The City of Opp is seeking applications for the position of Library Clerk. Under the direction of the Library Director, the Library Clerk is responsible for assisting with shelving books, helping patrons find reference materials and resources, assisting patrons with computer/internet use, checking out books and materials at the circulation desk, issuing library cards.

Qualifications:

- Must possess a high school diploma or GED
- Basic knowledge of computer and internet use preferred.

Excellent benefits package to include:

- Health insurance
- Vacation
- Sick leave
- Alabama State Retirement
- Life insurance

Applications will be taken until position is filled.

Qualified applicants may print an application online at www.cityofopp.com. Applications may be picked up, completed off-site and returned to the City of Opp Human Resources Office at 109 E. Hart Avenue, Opp, AL 36467.

The City of Opp is an Equal Opportunity Employer