



Vacancy Announcement

Position: Seasonal Library Aide

Date Posted: March 17, 2020

Closing Date: April 17, 2020

About the Position and Department: The Seasonal Library Aide is under the direct supervision of the Director of Library Services for our Library. The Library offers a variety of media, informational and technology sources to our citizens. This is a thirty-five (35) hour a week seasonal position.

Position Overview: This position performs a variety of activities which promote and support use of library resources. Interacts with patrons aiding in identifying or locating materials in the collection, checks library resources in and out. Sorts books, publications and other items according to classification code and returns them to shelves, files or other designated storage areas.

Required Education and Experience: Must be a minimum of sixteen (16) years of age; either enrolled in high school or has obtained a high school diploma or equivalent.

Preferred Education and Experience: Previous experience and/or coursework with Microsoft Office.

Additional Eligibility Qualifications: Must possess a valid Driver License. This work may involve unsupervised contact with juveniles and is subject to a pre-employment criminal background review.

Applicant Pool Statement: If another department vacancy occurs in this job title within six months, the same applicant pool may be used for the selection.

How to Apply: Applications and a complete job description are available at the Human Resources office, 10 W. Fallon Avenue, Baker, Montana or online at www.falloncounty.net. Submit completed applications (resumes optional) by the closing date to: Human Resources Manager, PO Box 846, Baker, Montana, 59313. Questions may be directed to Stacey Moore 406-778-8175 or Julie Straub 406-778-8164.

This vacancy announcement provides a brief overview of the position for recruiting purposes and is not intended to as a full description of the work, competencies and qualifications. For a complete job description, please contact Human Resources.

Fallon County is committed to affirmative recruitment and diversity in employment opportunity. It is the policy of Fallon County to provide equal opportunity to all persons seeking or having access to its employment, services and activities, in all aspects of employment without regard to race, color, creed, religion, political affiliation, sex, national origin, age, disability or genetic information or any other basis prohibited by federal, state, and local laws. Applicants with disabilities who need accommodation with the application or selection process should contact Human Resources.