

Library Clerk – Part Time

Department

East Ridge City Library

Summarized Description

This employee is under the direct supervision of the Head Librarian and is responsible for performing general circulation and technical processing duties. This employee is also required to work in close contact with the public.

Requirements

- 18 Years of age or older
- Possess a Valid Driver's License
- Have earned a High School Diploma or equivalent
- Proficient computer knowledge
- Excellent customer service skills
- Must be able to lift 25 pounds
- Must have regular evening and weekend availability

The City of East Ridge is an Equal Opportunity Employer and TN Drug Free Workplace

Applications will be accepted until end of business on Tuesday, March 3, 2026.

Applications may be submitted electronically via the City of East Ridge website at www.eastridgetn.gov

Paper applications may also be mailed to City Hall.

City of East Ridge

ATTN: Human Resources

1517 Tombras Avenue

East Ridge, TN 37412