



Town of Mooresville

Recruitment Announcement

July 2, 2008

Position: Library Assistant
Department: Library
Salary Range: \$22,757 - \$34,627
Application Deadline: July 17, 2008

Description:

An employee in this position will provide customer service in reader's advisory and general provisions of library services in the Circulation area. Duties include, but not limited to, assisting patrons, checking materials in and out for customers, shelving books, answering phone and providing information to library patrons. Work involves accuracy and significant public contact. Work requires employee to be tactful and courteous. Must have working knowledge of library procedures, methods, materials and practices; working knowledge of books and authors, working knowledge of computers, audio-visual equipment and other equipment in the library; working knowledge of business math, English, and the use of business machines; some knowledge of the theory and objectives of a public library system; ability to establish and maintain effective working relationships with employees, supervisors, volunteers, and patrons; ability to operate a computer including access and use of the Internet, and to explain the basic use to patrons;

Minimum Requirements:

Graduation from high school including or supplemented by courses in office practices and some considerable related clerical experience, including some experience working with the public and some experience working in a library; or an equivalent combination of education and experience.

Hours:

Hours vary. Must be able to work some nights and week-ends.

Other Information:

Must be able to perform light work exerting up to 20 pounds of force constantly to move objects; must possess the visual acuity to maintain records, match books with cards, read book spines, count money and operate a computer.

How to Apply:

Applications will be accepted at the Human Resources Department, 413 N. Main Street or NC Employment Security Commission, 470-A N. Broad Street, Mooresville, NC. Applications can also be downloaded from the website: www.ci.mooresville.nc.us. Resumes will NOT be accepted in lieu of a Town of Mooresville application and applications will NOT be accepted after the closing date.

Benefits:

Paid Leave; 11-12 paid holidays; excellent medical, dental and vision insurance; local government retirement; 401(k); life insurance; flexible spending accounts; direct deposit.

An Equal Opportunity Employer

