



# Town of Mooresville

## Recruitment Announcement

September 3, 2010

Position: **Library Assistant II (Part-time hourly – 18 hrs. week)**

Department: **Library**

Salary Range: **\$10.00-\$12.48/hour**

Application Deadline: **Open Until Filled**

**Description:**

An employee in this position directs patrons in the selection and location of library materials; assists patrons in the basic use of public access computers; shelving of library materials; checking in/out library materials; registering new patrons; other duties as assigned.

**Minimum Requirements:**

Graduation from high school including and some library experience is preferred. Must possess excellent customer service skills. Working knowledge of basic computer Office applications. Working knowledge of popular reading and viewing materials.

**Hours:**

18 hours per week - hours vary - must be able to work some nights and week-ends.

**Other Information:**

Work with the public, press, and other to build strong relationships. Must be able to perform light work exerting up to 20 pounds of force constantly to move objects.

**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](http://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:**

This is a part-time hourly job with no benefits.

An Equal Opportunity Employer