



Town of Mooresville

Library

JOB ANNOUNCEMENT

Library Assistant II
\$24,342 – \$38,069

Description:

Provides reference assistance and locates materials for children, parents, and teachers. Provides assistance to patrons in the use of the web catalogue, computer operation, copiers and faxes. Plans, prepares and leads story times and school age programming. Organizes and shelves children's materials by the Dewey Decimal System.

Minimum Qualifications:

High School Diploma or GED and one to three years of clerical experience, including experience working with the public and in a library; or an equivalent combination of education

Special Requirements:

Library experience and some college preferred.

Dates/Hours Needed:

Must be able to work at least one evening and some weekends for this full time position.

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. Accepting applications until position is filled.

Benefits:

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

Department of Human Resources

P.O. Box 878

Mooresville, NC 28115

Phone: 704-799-4070

Fax: 704-662-9726

www.ci.mooresville.nc.us/portal/