



# *Town of Mooresville*

## *Recruitment Announcement*

*December 3, 2009*

Position: **Library Page (18 hours/week)**

Department: **Library**

Salary Range: **\$7.33/hour**

Application Deadline: **Open Until Filled**

**Description:**

An employee in this position will be shelving library materials as they are returned, assisting library staff and patrons as needed, answer telephone and relay messages in the absence of Library Assistant, answer questions appropriate to skill level, assisting library staff with various procedures at closing, assist patrons with faxes and copies and routine location questions and light housekeeping as needed. Work involves accuracy and significant public contact. Must have general knowledge of spelling, grammar and vocabulary; some knowledge of library routine and procedures; ability to establish and maintain effective working relationships with library personnel and patrons. Tact and courtesy are required in all dealings with the public.

**Minimum Requirements:**

Ability to lift books. A working knowledge of the Dewey Decimal system and basic computer applications including Microsoft Office is essential.

**Hours:**

Varies – must be able to work evenings and weekends

**Other Information:**

Must be high school graduate. Library experience preferred.

**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 temporary position (maximum of 18 hours/week) with no benefits.

An Equal Opportunity Employer