



JOB ANNOUNCEMENT

POSITION: Administrative Support Specialist I

LOCATION: Stanly County Library
133 East Main Street
Albemarle, NC 28001

SALARY: \$12.83

HOURS: 16 hours per week (10 am - 2 pm, Tuesday - Friday)

SPECIFICATION: Under supervision of the Library Director perform a variety of public contact, secretarial, clerical, and administrative duties for the library. Employee will perform day-to-day activities such as information processing and referral, data input and retrieval, word processing, and public contact functions.

DESIRABLE EDUCATION AND EXPERIENCE High school graduate, supplemented by courses in office practices, basic math skills, excellent computer skills, Internet experience and experience working with the public. Ability to deal tactfully and courteously with the public of all ages, ability to gather information, create reports, and analyze data.

SPECIAL REQUIREMENTS: Microsoft Word products, Google docs, and Logos.Net skills.

RECRUITMENT PERIOD: November 8, 2016 through November 22, 2016.

APPLICATION PROCESS: Stanly County employees who are interested in applying for this position may submit an updated resume and application to the Human Resources Office. All other applicants must apply at the Stanly County NC Works Career Center, 944 North First Street, Albemarle, NC 28001. (704) 982-2183 All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment

Stanly County is an Equal Opportunity Employer

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www.stanlycountync.gov

Human Resources

1000 N. First Street, Suite 10A, Albemarle, NC 28001