

Human Resources Department  
1000 North First Street, Suite 10A  
Albemarle, NC 28001  
(704)986-3605/3606

## **JOB ANNOUNCEMENT**

**POSITION:** Library Assistant II – Children and Youth Services

**DEPARTMENT:** Stanly County Library

**SALARY:** \$11.85 per hour

**HOURS:** 37.5 hours per week

**SPECIFICATION:** General duties include completing various forms or reports, checking materials in and out, assist with materials selection and processing, assist patrons locating books and information, file, issue library cards, collect fines, mend and shelve books. In addition, providing story-time and other children and youth programming, summer reading program, assisting computer users, and overall customer service

**EDUCATION AND EXPERIENCE:** High school graduate or equivalent, excellent computer skills and internet experiences, knowledge of books and authors, and experience working with the public. Ability to deal tactfully and courteously with the public of all ages, working knowledge of library practices.

**RECRUITMENT PERIOD:** December 19, 2013 through 5:00pm on January 17, 2014

**APPLICATION PROCESS:** Applicants must apply at the Employment Security Commission, 2215 US Hwy 52 North, Albemarle, NC 28001. (704)982-2183

Stanly County is an Equal Opportunity Employer