



## **JOB ANNOUNCEMENT**

**POSITION:** Albemarle Part-time Library Assistant I

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

**SALARY:** \$10.00

**HOURS:** 16 hours per week

**JOB SPECIFICATIONS:** Under supervision of the Children's Services Librarian. Work includes sorting, preparing, and shelving of library materials, retrieving requested materials for patrons, providing customer service as needed in all areas of the library, maintain order and organization of library shelves, empties book drop when requested, and performs other duties as assigned. Some evening and Saturday work as needed.

**MINIMUM QUALIFICATIONS:** 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, working knowledge of library practices, dependability important.

**SPECIAL REQUIREMENTS:** Employee is subject to Pre-Employment Drug Screening.

**RECRUITMENT PERIOD:** October 8<sup>th</sup>, 2015 thru October 22<sup>nd</sup>, 2015

**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 Workforce Center, 2215 US Hwy 52 North, 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**

P| 704.986.3605

F| 704.986.3841

[www.stanlycountync.gov](http://www.stanlycountync.gov)

Human Resources

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