



JOB ANNOUNCEMENT

POSITION: Part-Time Library Assistant II

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

SALARY: \$14.30 per hour

JOB SPECIFICATIONS: Duties include assisting patrons and attending to all library circulation matters using automated library system. Completing various forms or reports, check books and equipment in or out, assist patrons in locating books, issue library cards, collect fines, mend and shelve books, assist branch supervisor as needed. Work requires employees to communicate effectively in both oral and written form, to be tactful and courteous in dealing with the public and general knowledge of both library and office practices.

EDUCATION AND EXPERIENCE: Any combination of education and experience equivalent to a high school diploma and general public service experience sufficient to meet the necessary knowledge, skills, and abilities.

SPECIAL REQUIREMENTS: Possession of a valid North Carolina's driver's license.

RECRUITMENT PERIOD: **July 9, 2021 thru July 23, 2021**

APPLICATION PROCESS: All applicants must apply through NC Works Career Center, 994 N First Street, Albemarle, NC, (704) 982-2183 or with the Stanly County Human Resources Office. (704) 986-3605. Applications are available on the Stanly County website and can be mailed, emailed to applications@stanlycountync.gov or faxed to 704-986-3841. All applicants tentatively selected for this position will be required to submit to a urinalysis to screen for illegal drug use prior to employment.

Stanly County is an Equal Opportunity Employer

P| 704.986.3605

F| 704.986.3841

www.stanlycountync.gov

Human Resources

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