



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Jan Prichard, Human Resources Director
Date: **February 23, 2018**
RE: **Job Posting – Full-Time Library Assistant – Circulation**
Henderson County Public Library

Duties and Responsibilities: Performs responsible clerical work requiring the application of basic library work practices for the County Public Library system; assists patrons in checking library materials in and out of the Library; registers patrons for a borrower's card; collects overdue fines; shelves books and other materials; performs related work as required. Work is performed under regular supervision. Reports to Librarian I (Circulation) and the Librarian IV (Marketing & Digital Strategies).

Qualifications: Some knowledge of library techniques, systems, working tools, and procedures; ability to explain and use library tools and facilities; ability to keyboard and maintain records and reports; ability to communicate effectively orally; ability to attend work regularly; excellent interpersonal skills.

Any combination of education and experience equivalent to graduation from high school.

Pre-employment drug test and background checks required of finalist applicants.

Applications must be obtained and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.org/hrd. Applications may also be obtained at the Henderson County NCWorks Career Center, Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731

The deadline for application is: **March 2, 2018 5:00 p.m.**

Starting rate: \$12.68 hourly
Grade: 62A

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184
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www.hendersoncountync.org/hrd
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