



# HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST  
HENDERSONVILLE, NC 28792

## Memo

**To:** All Interested Candidates  
**From:** Jan Prichard, Human Resources Director  
**Date:** July 20, 2017  
**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 explain and use library tools and facilities; 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](http://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: **July 27, 2017**

Starting rate: \$12.68 hourly  
Grade: 62A

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[www.hendersoncountync.org/hrd](http://www.hendersoncountync.org/hrd)  
*Henderson County is an Equal Opportunity Employer*