



# HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST  
HENDERSONVILLE, NC 28792

## Memo

**To:** All Interested Candidates  
**From:** Jan Prichard, Human Resources Director  
**Date:** June 27, 2017  
**RE: JOB POSTING -** Auxiliary Library Assistant (4 positions)  
**Henderson County Public Library**  
*(Less than 1,000 hrs/12 months, not benefit-eligible)*

**Duties and Responsibilities:** This position will be responsible for 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; answers basic reference questions; collects overdue fines; maintains records and tabulations; shelves books and other materials and performs related work as required. Work is performed under regular supervision. Reports to Librarian I Circulation Manager. Work schedule varies and includes nights and weekends.

**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. Ability to conduct story times for various age groups around the community and during scheduled library story hours. 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: Open until filled

Starting rate: \$12.68 hourly  
Grade: 62

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