

## Part-time Library Assistant

Main duties involve front desk work including charge, discharge, and renewal of library materials; patron registration; collection and payment of fines, and placing holds.

Assists with compiling departmental statistics. Provides prompt and courteous patron service in person and over the telephone. Communicates courteously, enthusiastically and effectively with the public and with other staff members. Some formal computer training, office or library experience strongly preferred. Familiarity with popular fiction and authors, automated integrated library systems and online searching including the Internet are preferred. Part time position 19 hours per week; work schedule Wed 12:30-5:30, Thurs 4-8, Fri 12:30-5:30, and Sat 10-3. \$11.34 per hour. Apply [rutherfordcountync.gov](http://rutherfordcountync.gov) or 289 North Main Street, Rutherfordton. Open until filled. Background check required. EEO