

# Wilkes County Public Library

215 Tenth Street, North Wilkesboro, NC, 28659

## **CIRCULATION SHELVING - PART-TIME**

DATE LISTED: April 1, 2024

CLASS TITLE / JOB TITLE: LIBRARY ASSISTANT I / Circulation Shelver

LIBRARY: Wilkes County Public Library

CITY: North Wilkesboro, NC

STARTING SALARY/HOURS: \$ 9.10 per hour / 19 hours per week

## STATEMENT OF DUTIES AND RESPONSIBILITIES

An employee in this position is responsible for shelving all library materials, searching for items on the shelves, and performing related computer functions.

## EXAMPLES OF WORK

1. Sorts and shelves library materials
2. Maintains book stacks in correct order
3. Checks library materials in and out
4. Maintains current periodical section and periodical stacks
5. Prints and pulls the Hold List
6. Assists the public with simple questions in person and on telephone

## KNOWLEDGE, SKILLS AND ABILITIES

Ability to deal tactfully, courteously, and effectively with the public and other employees

Working knowledge of spelling, grammar, numbers, and vocabulary

Basic knowledge of NC Cardinal online catalog

Ability to follow library directions and procedures

Ability to recognize when materials need repairing or repackaging

## EXPERIENCE, EDUCATION, AND TRAINING

Must have high school diploma or be actively working toward its equivalent; previous work experience preferred.

Return a Cover Letter and Resume via email to:

Daphne Simmons

[DSimmons@arlibrary.org](mailto:DSimmons@arlibrary.org)

CLOSING DATE: This position is open until filled.