

Wilkes County Public Library

215 Tenth Street, North Wilkesboro, NC, 28659

CIRCULATION ASSISTANT - PART TIME

DATE LISTED: February 23, 2023

CLASS TITLE / JOB TITLE: LIBRARY ASSISTANT III / Circulation Assistant

LIBRARY: Wilkes County Public Library

CITY: North Wilkesboro, NC

STARTING SALARY/HOURS: \$10.42 per hour / 19 hours per week

STATEMENT OF DUTIES AND RESPONSIBILITIES

An employee in this position performs circulation, library account registration and maintenance, and readers' advisory service.

EXAMPLES OF WORK

1. Checks materials in and out through automated circulation system
2. Assists patrons to use the self-check
3. Registers new library cardholders, renews cards, and updates patron information
4. Helps library users locate various library materials within the local library, the ARL system, and the NC Cardinal consortium; helps library patrons use the online catalog
5. Places holds for patrons
6. Reads shelves to ensure materials are in proper order
7. Notifies users of overdue materials and reserves in person, by phone or mail
8. Collects fines and fees
9. Shelves books and other library materials as needed
10. Answers telephone at Circulation Desk and directs calls

KNOWLEDGE, SKILLS, AND ABILITIES

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

Ability to use a computer

Ability to learn library procedures

Ability to bend, lift, stoop and carry

Ability to follow established routines, policies, and procedures

EXPERIENCE, EDUCATION, AND TRAINING

High school diploma and previous work experience required; some college and/or Spanish desirable.

Return a Cover Letter and Resume via email to:

Daphne Simmons

DSimmons@arlibrary.org

CLOSING DATE: This position is open until filled.