

# Job Notice

**Date:** January 7, 2016

**Position:** Non-Permanent Library Assistant

**Location:** Orange County Main Library  
137 W. Margaret Lane  
Hillsborough, NC 27278

**Salary:** \$ 12.76 per hour

**Hours:** 1-4 weekday or evening shifts as needed per week  
(library closes at 8 p.m. M-Th)  
3-5 weekend shifts per month:  
Saturdays from 9-6 (or 9-2; or 1-6)  
Sundays from 12-6

## **Job**

**Requirements:** Attention to detail, appreciation for the library, excellent customer service skills, friendly and helpful attitude, ability to interact effectively with library staff and the public, able to follow dress code, excellent organizational skills, dependability, valid NC driver's license.

**Primary Duties:** This position will work primarily in the Circulation Department performing the following duties:

Shelve books and other library items; straighten shelves; work on the circulation desk; assist patrons with self-checkout; check-in and sort books; help patrons find books; answer questions; assist in closing and opening the library; pick up stray books; at times, drive the courier route in a county vehicle to deliver and pick up items from our Carrboro branches, other projects as assigned. Qualified candidates may also be trained in our Adult & Teen Services Department.

**Closing Date:** Until filled

**Applications:** To apply for this position, please e-mail a resume and a letter of interest *including your availability* to [slorenz@orangecountync.gov](mailto:slorenz@orangecountync.gov)