



**Ashe County Public Library  
Circulation Assistant – Part Time**

*Would you enjoy providing high-quality service to each person who walks into the library? Do you complete tasks in a timely fashion with a positive attitude and a commitment to individual and team improvement? We are seeking a candidate with a background in customer service or a related field who enjoys interacting with patrons to help them find library materials and information to meet their needs. The ideal candidate will be adept at learning multistep processes and will have strong attention to detail.*

**DATE LISTED:** July 8, 2024

**CLASS TITLE/JOB TITLE:** Library Assistant III / Circulation Assistant

**LIBRARY:** Ashe County Public Library

**CITY:** West Jefferson, NC

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

**QUALIFICATIONS:** High school diploma and previous customer service work experience required; some college and/or Spanish language proficiency desirable

**DUTIES:** An employee in this position performs a variety of circulation tasks that require attention-to-detail and a high level of accuracy.

**EXAMPLES OF WORK:** Checks materials in and out; assists patrons with self-checkout; creates and updates library accounts; helps patrons locate materials in the local library as well as through the consortium, databases, and other online resources; places and manages holds for patrons; reads shelves to ensure materials are in the proper order; notifies patrons regarding overdue and held items; collects fines and fees; shelves materials; answers and directs calls; provides patrons with information regarding library programs and services; other duties as assigned

**SELECTED KNOWLEDGE, SKILLS, AND ABILITIES:** Deal tactfully, courteously, and effectively with the public and other employees; possess effective verbal and written communication skills; use computers and learn computer systems; bend, lift, stoop, and carry; learn and follow established routines, policies, and procedures

**TO APPLY:** Send cover letter, resume, and references to County Librarian Laura McPherson at [lmcperson@arlibrary.org](mailto:lmcperson@arlibrary.org)

**CLOSING DATE:** This position is open until filled.