



## **JOB POSTING**

### **Full-Time Public Services Assistant**

The New Castle-Henry County Public Library is seeking a full-time public services assistant who will provide friendly, high quality customer service to Library patrons. Some responsibilities include:

- Charges and discharges books, magazines and other library holdings in and out at the circulation desk and collects fines using an automated circulation system.
- Replaces books, magazines and other library holdings on shelves according to numbering sequences.
- Assists in assuring accurate library shelving by shelf-reading and reshelving of materials, as needed.
- Performs general maintenance of all audiovisual materials and equipment as necessary.
- Answers telephones and provides routine information or refers and transfers calls.

This position requires an individual with a **customer service mindset** and the ability to serve staff and patrons in a **professional, helpful, cooperative, and courteous** manner. Candidates must have **excellent verbal and written communication skills** and possess a good command of the English language in order to interact in a professional manner. In addition, candidates must have expertise and proficiency with computers and computer-equipment, and must be able to successfully use basic office applications and the Internet, including databases and social networking sites.

#### **Minimum Requirements:**

- High school diploma or equivalent required
- Library experience preferred but not required
- Must be able to lift 25 pounds, stoop to the ground, reach above one's head, climb stairs, and be able to stand for long periods of time

**Starting Rate:** \$9.00 per hour

**Hours:** 40 hours per week; must have open availability for days, evenings, and occasional weekends

To apply, send resume, professional references and salary requirements to: [hr@nchcpl.lib.in.us](mailto:hr@nchcpl.lib.in.us)