

HUMBOLDT COUNTY

Announces

Position Available for:

LIBRARY ASSISTANT (McDermitt Branch)

Posted: 12/1/16

APPROXIMATE HOURLY SALARY - \$14.51 to \$18.09 PAY GRADE: HCG 13

RECRUITMENT OPEN TO: All Humboldt County Employees and the public.

APPLICATIONS ACCEPTED UNTIL: December 23, 2016 by 5:00 p.m.

RECRUITING FOR: Vacancy in the Library.

THE POSITION: Under general supervision, this individual will assist customers by checking in and out materials, issuing library cards, collecting fines and fees, helping locate materials, assisting with computer questions, and other customer needs related to library services. This individual will shelve materials, assist in keeping the library neat and clean, perform some data entry and other clerical tasks as needed. Computer skills, the ability to work productively and interact with a wide variety of people, ability to strictly observe customer privacy and confidentiality, ability to file numerically and alphabetically, follow oral and written instructions, use library resources and equipment, type at a rate sufficient to perform the duties of the position and learn and maintain library record keeping systems are essential. Previous library experience is a plus. This position may require evenings and weekends.

QUALIFICATIONS FOR EMPLOYMENT: Knowledge of basic library procedures and record keeping.

Ability to file numerically and alphabetically; follow oral and written instructions; use library resources and equipment; type at a rate sufficient to perform the duties of the position; maintain library record keeping systems; work with a variety of people both in person and on the telephone, strictly observe customer privacy and confidentiality.

SPECIAL REQUIREMENTS: None.

EXPERIENCE AND TRAINING: Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Graduation from high school or possession of a G.E.D. certificate plus some experience working with record systems and with a variety of people.

SUBMIT APPLICATIONS/DIRECT INQUIRIES TO:

Humboldt County Library

85 E Fifth St

Winnemucca, NV 89445

Phone: (775) 623-6388

TDD for the Hearing Impaired: (775) 623-6429

Humboldt County is an Equal Employment Opportunity employer,
and ADA accommodations are available.

Visit our Web Site: www.hcnv.us

A resume will not be accepted in lieu of a Humboldt County application.
Original signature required; facsimiles cannot be accepted. Keep a copy of your application for job interviews.

ELIGIBLE LIST: This list may be used to fill more positions than the current vacancy. The time period during which the list may be used is one (1) year. *Only the most appropriately qualified applicants will be placed on the list.*