

# Town of Selma



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## NOTICE OF EMPLOYMENT OPPORTUNITY

TOWN HALL  
HUMAN RESOURCES DEPARTMENT  
114 N. RAIFORD STREET  
SELMA, NC 27576

SUSAN SULT  
SSULT@SELMA-NC.COM  
919-965-9841, EXT. 1005  
919-965-4637 (FAX)

**POSITION TITLE:** LIBRARY ASSISTANT (PART-TIME)

**STARTING SALARY** \$9.00 PER HOUR (20 HOURS PER WEEK)

**KEY DUTIES:** Work includes troubleshooting public access computer problems; preparation of bulletin boards; completion of various forms or reports; checking books or other media in and out; assisting patrons in locating books; data entry, filing, issuing Library cards, collecting fines, shelving books, and assisting patrons in the use of public use computers, computerized catalogues, audio-visual equipment, Internet, and other equipment. Work requires significant public contact and working knowledge of the use of technology.

**KNOWLEDGE AND SKILL REQUIREMENTS:** Graduation from high school. Must have clerical experience. Library work preferred. Pre-employment physical and drug test required. Minimum starting salary is \$9.00 per hour depending on qualifications.

**POSTING DATE:** February 1, 2018      **CLOSING DEADLINE:** February 28, 2018 or until filled

**Attention Applicants:** Application forms are available online at [www.selma-nc.com/employment-opportunities](http://www.selma-nc.com/employment-opportunities) and at Town Hall. It is preferred that completed and signed Town of Selma Applications be submitted electronically to [SSult@selma-nc.com](mailto:SSult@selma-nc.com). Other forms of submission are via hand delivery or U.S. Mail (address below). Applicants may submit a resume; however, resumes are not accepted in lieu of a completed and employment application. All applicants will be contacted regarding the status of submitted applications.

### **Criminal Background Check, Pre-Employment Physical and Drug Screen are required**

The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.

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