



Office of the Town Manager  
114. N Raiford Street  
Selma, North Carolina 27576  
Phone (919) 965-9841  
[www.selma-nc.com](http://www.selma-nc.com)

## Part-Time Library Assistant Vacancy

Do you have a desire to be a part of a progressive and dynamic organization? Look no further than the Town of Selma, North Carolina --- A "Triangle East" Community. The Town of Selma is actively seeking an experienced individual to join its Library TEAM as a Part-Time Library Assistant.

In this role, one will have the opportunity to troubleshoot 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.

The salary for this Part-Time position is \$9.00 per hour. Schedule: 20 hours, one night (work until 8:00), Saturday (one to two per month) The position is open until filled; however, the first review of applications will occur on February 8, 2019.

### Desirable Education and Experience

- Graduation from high school. Must have clerical experience.

### Highly Preferred Special Requirements:

- Library work preferred.
- Valid North Carolina Commercial Driver's License,

To learn more about this exciting opportunity go to <http://www.selma-nc.com/employment-opportunities>. The Town of Selma's Application for Employment may be downloaded from this same link on the Town's website. Selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test.

Applicants may submit a resume; however, resumes are not accepted in lieu of a completed and employment application. It is preferred that all completed and signed Employment Applications be submitted via email to [ssult@selma-nc.com](mailto:ssult@selma-nc.com). Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Susan Sult, Human Resources Manager, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. 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.