



Craven-Pamlico Regional Library
invites applications for the position of:

Library Assistant I - Substitute

SALARY: \$12.28

OPENING DATE: 10/02/25

CLOSING DATE: until filled

POSITION OVERVIEW:

**To be considered for this position you must attach a cover letter and resume and send both documents electronically via email to hr@mycprl.org with "Pamlico - Substitute" in the subject heading. Applicants may submit a CPRL Application, but the CPRL application is not accepted in place of a resume.

GENERAL WORK FUNCTIONS

This position is located at the Pamlico County Library, where the incumbent provides customer service that connects library customers to information, resources, and services by shelving and organizing library materials. Seeking a dynamic individual with the ability to work effectively in a team-oriented environment; ability to work well with diverse patrons and have strong customer service skills/ ability to use a variety of technologies including computers, cash register, copier, eReaders, etc.;

Duties:

- Acknowledge each library patron with a pleasant greeting;
- Promotes the library's collection and services in a friendly and helpful manner;
- Registers new patrons for library accounts and updates patron records according to library policy;
- Assists patrons in locating materials, using the library's online catalog, and requesting materials;
- Efficiently checks collection materials in and out for patrons, collects fines and fees, and addresses minor account issues;
- Empties the outdoor book & media drop box on a regular basis as assigned;
- Ability to get along well and maintain effective working relationships with community groups, schools, volunteers, the public and other employees and respond in a timely, respectful, and responsive manner;
- Accurately retrieves, sorts, and shelves materials (sorting and filing in alphabetical and numerical order), shelf-reads, and shifts collections as needed;
- Performs specialized and routine clerical tasks such as data entry, answering the telephone, and directing calls;
- Proficient at utilizing current technology and office management software applications, i.e., Microsoft Office Suite, internet navigation, email, etc.
- Cross-trains to assist in other departments;
- Performs other duties as assigned.

Work Schedule: On call positions, including evenings and weekend, or rotating work schedules.

Qualifications:

High School Diploma or GED or have an equivalent combination of experience and training; ability to work independently within library system policies and procedures with minimal supervision; knowledge of computer operations as they apply to the library; effective oral and written communication skills. Excellent computer skills required. A negative drug screen and background check are required.

Additional Preferred Skills:

Experience in library work or a working knowledge of library science is desirable.