

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

**Job Title:** Library Assistant I

**Department:** Cove City - Craven County Public Library

**Salary:** \$12.94/hour

**Reports to:** Branch Manager

**Opening Date:** 02/27/2026

**Closing Date:** until filled



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This position is located at the Cove City - Craven County Public 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.; accuracy and attention to detail with a high level of productivity are required.

**Essential Job Functions:**

- 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;
- Guides patrons using library website, account, or catalog in the library and over the phone.
- Creates displays to boost circulation and draw awareness to programs.
- Promotes the library's collection, services, and programs in a friendly and helpful manner in the library and through outreach events.
- Accurately collects fines, fees, and other library monies.
- Inventories shelves for overdue books; mails overdue notices; contacts patrons by telephone to inform them of holds, damaged items and overdue books.
- Proficient at utilizing current technology and office management software applications, i.e., Microsoft Office Suite, internet navigation, email, etc.
- Performs other duties as assigned.

**Knowledge skills and abilities:**

- Ability to deal tactfully and courteously with the general public.
- Skill in data entry, typing and operating general office equipment.
- Ability to follow established procedures and perform work requiring attention to detail.
- Ability to maintain effective working relationships with the general public, as well as supervisor and team members.

**Work Schedule:** Schedule is up to 999 hours per year (19 hour per week) during open hours of Monday-Thursday 10:00 am-6:00 pm, and Friday 10:00 am-2:00 pm, with occasional special events on Saturday.

**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; effective oral and written communication skills. Excellent computer skills are required. Willing to train on library technology. Experience in library work or a working knowledge of library science is desirable. Must pass a background check.

**To apply:**

A cover letter, resume and CPRL application should be sent to [hr@mycpri.org](mailto:hr@mycpri.org) with the subject heading “Library Assistant I – Cove City” as the subject heading. Inquiries about this job posting should be directed to this email address as well.