

Craven-Pamlico Regional Library invites application for the position of:  
**Job Title:** Library Assistant I - Substitute  
**Department:** Cove City - Craven County Public Library  
**Salary:** \$12.28/hr      **Reports to:** Branch Manager  
**Opening Date:** 02/27/2026      **Closing Date:** until filled



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.;

**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;
- 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.

**Schedule:**

On call position, including evenings and weekend (on occasion), or rotating work schedules.

**Qualifications:**

High School Diploma or GED or have an equivalent combination or 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 are required. Experience in library work or a working knowledge of library science is desirable. A negative drug screen and background check are required.

**To apply:**

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