

**ELKO COUNTY HUMAN SERVICES  
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT**

**Position**                      Branch Library Assistant  
   Austin Branch Library

**Salary:**                        \$13.69 per hour

**Application Deadline: February 15, 2012**

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The Elko County Library has an immediate opening for a Branch Library Assistant. This position requires an outgoing person to provide library services to the branch community of Austin. Responsibilities include checking in and out library materials, issuing library cards, data entry, patron assistance, receive and forward requests, closing and opening the branch library, file and shelve library materials, maintain accurate statistical records, programming to children and prepare library materials for book rotation. This candidate must have knowledge of the Dewey Decimal System and computer experience. This is a part time position, working 12 hours per week, Monday, Wednesday and Friday.

Obtain application and full job description from: [www.elkocountynv.net](http://www.elkocountynv.net), "Departments", "Human Services", "Job Postings, the Austin Branch Library, Austin, Nevada or the Elko County Library, 720 Court Street, Elko, Nevada 89801. (775) 738-3066.

**Elko County is an Equal Opportunity Employer**



## ELKO COUNTY HUMAN SERVICES

571 Idaho Street  
Elko, Nevada 89801  
(775) 738-4375  
(775) 738-5984 fax

JOB DESCRIPTION: PART – TIME LIBRARY

JOB CODE: 29901

### **DEFINITION:**

This position serves part-time in the Elko County Library.

### **DISTINGUISHING CHARACTERISTICS:**

Part-time hourly position only.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives close supervision from regular library staff.

### **EXPERIENCE AND EDUCATION:**

- To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities.

### **LICENSE OR CERTIFICATES:**

- Must have valid Nevada drivers license.

### **OTHER REQUIREMENTS:**

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities

to perform the essential functions.

Work is performed in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and / or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

FLSA- NON-EXEMPT.