

CCC Saturday Assistant, Library General Qualification Requirements

Experience and Training: Experience working with the public in a library, clerical, or comparable setting

Education: High School Diploma or GED

Knowledge, Skills and Abilities: Applicants should:

- 1) Have good oral and written communication skills and a customer service-oriented approach to assisting patrons
- 2) Have general computer knowledge and experience in using Microsoft Office products
- 3) Reliable and able to work well independently as well as collaboratively in a team setting.
- 4) Ability to prioritize tasks and manage time effectively

Preferred Qualifications: College experience preferred

Minimum Educational Qualifications: High School diploma or GED

Salary or Salary Range: This is an hourly Saturday position from 9am to 2pm. This position is not full time and does not qualify for benefits. The pay is \$10 per hour. Applications will be accepted until a suitable candidate is found. This position is available on March 21st.