

# **CITY OF MANCHESTER**

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

FAX: 603-628-6065

WEB SITE: [www.ManchesterNH.gov](http://www.ManchesterNH.gov)



## **OFFICE ASSISTANT -LIBRARY**

(Announcement Number R-15-15)

Salary Grade 10

Starting Pay: \$12.79 per hour

**Part time:** 25 hours per week – may include nights and weekends

**THE JOB:** Performs a variety of general office clerical duties. Candidate will be assigned to the technical services division of the main library. Under the direction of the head of technical services, assists with the acquisition, processing and inventorying of all library materials for both library locations. Performs directly related work as required and assists other departments as needed.

### **MINIMUM**

#### **QUALIFICATIONS:**

Graduation from High School or possession of a GED; and

Some experience in general office operations; or

Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodation, as determined by passing a medical exam, including alcohol and drug tests.**

### **APPLICATION**

#### **PROCEDURE:**

Candidates must complete a city of Manchester Employment Application available at City of Manchester website [www.manchesternh.gov/jobs](http://www.manchesternh.gov/jobs) or in person at HR Dept. City Hall Annex. Submission of a resume is optional.

#### **OPENING DATE:**

Friday, April 3, 2015

#### **CLOSING DATE:**

Open until filled.

#### **OFFICE HOURS:**

Monday through Friday, 8:00 AM to 5:00 PM

**The City of Manchester is an Equal Employment Opportunity Employer**

**\*\*\*PLEASE POST\*\*\***