



## Job Announcement

Date: July 31, 2018

Position: COMPUTER CENTER DESK ASSISTANT (hourly, part-time)

General Duties: Assists library patrons in the use of computers, including the Internet, Microsoft Word, Excel, etc. Provides assistance with computer sign-up and printing as needed.

Performs basic maintenance, including cleaning of equipment and changing of print cartridges. Performs basic troubleshooting. Alerts computer support staff of any problems with software or equipment. Other duties as assigned.

Qualifications: High school diploma required. Must have solid knowledge/use of the Internet, MS Office, and commonly used computer applications. Must have good customer service and problem-solving skills. Must be a team player and work well with others. Previous library experience desirable.

Salary: \$8.25 per hr. No benefits.

Schedule: Maximum 17 hours per week; some Saturday and evening work required.

Apply To: Nancy Guinn Memorial Library  
Attn: Computer Center  
864 Green Street  
Conyers, GA 30012 -or-  
online via our website.

Applications will be accepted until position is filled.

**THE CONYERS-ROCKDALE LIBRARY IS AN EQUAL  
OPPORTUNITY EMPLOYER - DRUG FREE WORKPLACE**