



**The County of Chester
is an Equal Opportunity Employer
and Complies with the
American with Disabilities Act (ADA)**

**CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH**



Requisition# 00230
Title PT Library Assistant – Circulation
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

The Library Assistant is responsible for performing Circulation procedures to ensure quality customer service and a smooth, accurate flow of library materials to and from customers, including following Library and County policies and to maintain the public service image of the library.

Responsibilities: Provide front line customer service assistance, handling general account issues, complaints, grievances, delinquent accounts and accounts in collection.

Requirements: Excellent organizational and verbal communications skills, flexibility, genuine enjoyment of the public, commitment to public service, and the ability to handle stressful situations. The ability to master basic and specialized online circulation functions, and demonstrate current PC proficiency including internet, email and Microsoft Office skills. Previous customer service or retail experience is preferred.

Physical abilities: handle, lift, or move library materials weighing up to 25 lbs.; stand at a computer terminal for up to 4 hours; wheel book trucks weighing up to 125 lbs.; and stand, sit, walk, stoop or reach within a confined area.

All library positions require the following criminal background and child abuse clearances: Report of criminal history from the Pennsylvania State Police (PSP); Child Abuse History Clearance from the Department of Human Services (Child Abuse); and Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

Position Type: Part-Time / Non-Exempt

Salary Information: \$10.00 hour

Shift: Varies including nights and weekends

Weekly Hours: 20

Deadline: Applications will be accepted until position is filled.

Original posting date: September 30, 2019

To apply, contact County of Chester Human Resources:
Apply online at www.chesco.org; Job Inquiries: 610-344-6698