



**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**



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**Requisition# 00456**  
**Title PT Administrative Assistant**  
**Department Chester County Library**  
**Location 450 Exton Square Parkway, Exton, PA**

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The person in this position is responsible for providing administrative and clerical support to the Director of the Chester County Library and the Executive Director of the Chester County Library System. Specific responsibilities include handling correspondence and communications, filing, photocopying, faxing, and distributing mail; attending and taking monthly Library Board minutes, preparing and distributing board packets, maintaining board records, and handling board correspondence and communications; maintaining staff shared drives, as well as current, complete and retrievable files; attending and taking meeting notes for various staff meetings; coordinating County promotional events; assisting with staff recognition events; special projects as assigned.

The person in this position must possess the ability to handle people and information with tact, judgment, grace, maturity and absolute discretion. This position requires outstanding oral and written communication skills, and the ability to interface effectively with all levels of staff and management. This person must have excellent organizational skills, be a self-starter, work independently, make sound judgments and juggle multiple priorities. This person must be proficient in the use of Microsoft Word, Excel, Access, PowerPoint, and Outlook. This position requires two to three years of general office and customer service experience, a high school diploma or GED. Additional education is preferred.

This position requires the ability to be seated at a desk and work at a computer 90% of the time. 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:** \$13 - \$15 per hour / commensurate with experience.

**Shift:** Monday – Friday, hours are flexible.

**Weekly Hours:** 19

**Deadline:** Applications will be accepted until position is filled.

**Original posting date:** 7/7/2020

**To apply, contact County of Chester Human Resources:**  
Apply online at [www.chesco.org](http://www.chesco.org); Job Inquiries: 610-344-6698