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

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



Requisition# 00522
Title Library Assistant III
Department Henrietta Hankin Branch Library
Location 215 Windgate Drive, West Chester, PA

The Henrietta Hankin Branch Library is seeking a Full Time Library Assistant who will function as a library Person In Charge, and assume dual responsibilities, within both the Customer Service and Processing departments, performing Circulation procedures to ensure quality customer service and a smooth, accurate flow of library materials to and from customers, in accordance with Library and County policies. This person will also participate in the processing and preparation of library materials for circulation to customers.

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

Processing assignments primarily consist of preparing and maintaining materials (labeling, barcoding, linking catalog records, and otherwise ensuring that items are packaged and presented to the public with a neat, secure and orderly appearance).

Requirements: High school diploma or General Education Degree (GED). 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, along with a high degree of attention to detail and the ability to follow complex procedures and directions.

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.

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: Full Time / Non-Exempt

Salary Information: Salary \$31,420.48 annually based on education and experience.

Shift: Monday – Friday, requires one evening per week, one weekend per month.

Weekly Hours: 35

Deadline: Applications will be accepted until position is filled.

Original posting date: 9/2/2020

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