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is an Equal Opportunity Employer  
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**CHESTER COUNTY LIBRARY  
& DISTRICT CENTER  
AND HENRIETTA HANKIN BRANCH**



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**Requisition# 00735**  
**Title PT Library Assistant – Jacobs Technology Center**  
**Department Chester County Library**  
**Location 450 Exton Square Parkway, Exton, PA**

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The Chester County Library, Exton branch, is accepting applications for a Library Assistant Part Time. This position is responsible for staffing the public desk of the John W. Jacobs Technology Center, answering in-person and telephone informational and directional questions from library customers including basic computer programs and skills, printing, scanning, saving and sending documents.

Additional duties may include but are not limited to:

- Assisting in public computer workshops.
- Setting up workshop and program equipment such as laptops and projector.
- Other projects and assignments as needed.

This position requires a proficiency in Windows, the Internet and MS Office. Candidates should have a strong commitment to public and customer service, enjoy assisting others use and learn varieties of technologies, the ability to work independently, perform well under pressure with library customers of all ages and backgrounds, excellent oral and written presentation, communication and organization skills, teamwork, and flexibility. High School Diploma or GED required; some college credits a plus.

While performing the duties of this position, the employee is frequently required to stand, sit, walk, kneel, stoop, squat and talk or hear. The employee will need to carry computer equipment. You will also occasionally need to bend or twist at the waist, climb stairs, climb ladders, push up to 125 pounds, and lift and carry from 25 to 30 pounds approximately 3 feet a 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

**Salary Information:** \$10.00 per hour.

**Shift:** Varies including nights and weekends.

**Weekly Hours:** 12

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

**Original posting date:** 6/2/2021

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