



**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# 01041**  
**Title Library Assistant III, Technical Services**  
**Department Chester County Library**  
**Location 450 Exton Square Parkway, Exton, PA**

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This full-time position is responsible for processing the majority of library materials in a variety of formats for the Chester County Library. Specific duties include: organizing and overseeing the work in the Processing unit; physical processing of library materials; creating spine labels; ordering and maintaining inventory of processing supplies; and mending books. All tasks must be done in a timely manner.

This position requires a high level of accuracy, organization and productivity; the ability to work independently and as part of a team; and strong verbal and written communication skills. Basic skills to use a personal computer and various software packages are also required. The position requires a high school diploma and six months to a year of job-related experience.

This position requires the following physical abilities: to handle/open/lift individual library materials with ease; to wheel a book cart weighing up to 125 lbs; to operate a computer, keyboard and mouse with ease as well as read a computer monitor, often for extended periods of 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:** \$31,420.48 Annually

**Shift:** Monday – Friday, 8:30 AM – 4:30 PM.

**Weekly Hours:** 35

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

**Original posting date:** 10/20/2021

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