



**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# 01477
Title Library Assistant II – Circulation
Department Henrietta Hankin Branch Library
Location 215 Windgate Drive, Chester Springs, PA

The Henrietta Hankin Branch Library is seeking a full-time Library Assistant II dedicated to maintaining and enhancing the high standard of information and customer service established by the Library.

Responsibilities: Responsibilities include providing front line customer service assistance and handling general account issues, addressing any issues that may arise in a manner that reflects the library's core values and principles of quality customer service. Complete financial transactions accurately. Assist in opening and closing the department. Function as part of the library Person In Charge team, ensuring smooth operation of the building in the absence of the Branch Manager. Perform other duties or special projects as required.

Requirements: This position requires a High School Diploma or General Education Degree (GED). Excellent oral and written communication skills and a demonstrated commitment to public service are essential. The ability to master basic and specialized online circulation functions, and demonstrate current PC proficiency including internet, email and Microsoft Office skills is required. The successful candidate will be accurate, detail oriented, and be able to work independently and as part of a team. 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.

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: Hours will vary including nights and weekends

Weekly Hours: 35

Deadline: Applications will be accepted until position is filled.

Original posting date: 7/1/2022

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