



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



Requisition# 01834
Title Library Assistant II – InterLibrary Loan
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

The Chester County Library has an opening for a Library Assistant II; this full time position in the Interlibrary Loan (ILL) office of the Chester County Library is responsible for performing ILL procedures to provide quality customer service by ensuring the smooth and accurate flow of library materials to county residents. Through the use of automated and traditional search methods, the successful candidate will be responsible for the daily pulling, processing and delivery for transport of those library materials. They will also assist in daily ILL functions such as processing, sorting, and preparing materials for use to Chester County patrons. Other tasks may also be assigned as needed. This person must be able to work independently and take initiative to successfully execute work responsibilities.

The following physical abilities are required: to handle, lift, move, shift library materials weighing up to 25 lbs; to wheel book carts weighing up to 125 lbs.; to operate a keyboard; to stand, sit, kneel, walk, stoop, reach repeatedly throughout the workday.

A High School diploma or GED is required as well as 2 years of library experience. Knowledge of Microsoft Word and Outlook is required.

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: 9:00 AM – 5:00 PM, Monday through Friday

Weekly Hours: 35

Deadline: Applications will be accepted until position is filled.

Original posting date: 1/5/2023

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