



**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# 02461
Title Library Assistant II
Department Henrietta Hankin 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 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 including but not limited to helping create and run programs, meeting room management, and staff blog updates.

All library positions require the following criminal background and child abuse clearances: A Criminal Background Check from the Pennsylvania State Police (PSP); Child Abuse History Clearance from the Department of Human Services (Child Abuse); and a fingerprint based Federal Criminal History Clearance submitted through the Pennsylvania State Police or its authorized agent (FBI).

Position Type

Full-Time

Salary Information

\$17.26 per Hour

Shift

Hours will vary by week, to include nights and weekends

Weekly Hours

35

Deadline

Applications will be accepted until position is filled.

Other Information

Original posting date: October 25, 2023

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