



**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#** 02612  
**Title** Library Assistant - PT  
**Department** Chester County Library  
**Location** 450 Exton Square Parkway, Exton, PA

The Part-Time Library Assistant provides direct customer service at the main JTC desk. Key duties of the position include assisting the public and library staff in using computers, scanners, and printers, ensuring that JTC computers, scanners and printers are in good operating condition at all times, setting up the laptops and projector for public/library classes and programs, assisting instructors and program presenters with the projector and laptops, scheduling one-on-one computer tutoring sessions, proctoring online exams and performing other duties, tasks and special projects, as required.

The JTC Part-Time Library Assistant also supports customers with the Makerspace equipment and software during the open hours. Key duties include offering Makerspace equipment training, assisting customers with their maker projects, conducting makerspace related workshops, and more.

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**

\$16.05 per hour

**Shift**

Hours will vary including nights and weekends

**Weekly Hours**

12

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: January 9, 2024

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