



LIBRARY SYSTEM

Linda A. Devlin, Director

Open: 02/20/24

Close: 03/12/24

**Job Title:** Library Assistant **Job Posting 008-24**

**Department:** Nilsa I. Cruz-Perez Downtown Branch, Camden

**Salary:** \$15.2250 per hour

**Schedule:** 38 hours per pay period (Two weeks)  
Schedule includes: Days, nights and weekends

The Camden County Library System serves over 330,000 County residents. Our staff make customer service and community engagement a priority and strives to help communities reach their aspirations through library services.

**Duties Include:**

- checking library materials in and out, registering customers for library cards and programs,
- processing holds
- answering general questions from the public both in person and on the telephone,
- assisting customers in locating materials
- shelving materials,
- providing basic computer assistance, providing curbside service,
- other related duties as required and may be scheduled at other branches based on need

**Education/Certification/Experience/ Requirements:**

- Knowledge of basic arithmetic using whole numbers.
- Ability to perform extensive alphabetizing beyond the first letter of a word.
- Ability to converse courteously in person and using other methods of communication
- Ability to comprehend and follow written and/or oral one-or-two step instructions
- Knowledge of KOHA and Dewey Decimal System and Basic Computer Skills a plus.
- Appointee may be required to possess a driver's license valid in New Jersey if the operation of a vehicle is necessary to perform the essential duties of the position.

**Employment applications may be obtained at any of our branches or on our website and can be directly uploaded at:**  
<http://www.camdencountylibrary.org/employment-library> or you may submit your completed application to the address below.

Completed applications are due in the Human Resources Office by **March 12, 2024, at 2 PM**. Resumes are welcome when they accompany a completed application.

Camden County Library, Department of Human Resources  
203 Laurel Road  
Voorhees, NJ 08043  
E-mail: [humanresources@camdencountylibrary.org](mailto:humanresources@camdencountylibrary.org)

The Camden County Library System complies with the NJ First Act.

The chosen candidate may be required to complete and pass a background and drug screening process.

The Camden County Library System embraces diversity and seeks candidates who will contribute to a climate that supports patrons and staff of all identities and backgrounds. We strongly encourage individuals from underrepresented identities to apply.

The Camden County Library is an Equal Employment/Affirmative Action Employer.

*Dream Explore Imagine*