



LIBRARY SYSTEM

Linda A. Devlin, Director

Open: 04/30/24

Close: 05/21/24

Job Title: Clerk 1 or 2

Job Posting 011-24

Location: Business Office, Voorhees, NJ

Salary: \$15.2250 -16.4831 per hour

Schedule: 35 hours per week – Monday through Friday, day hours

The Camden County Library System serves over 330,000 County residents. Our staff make customer service and community engagement a priority and strive to help communities reach their aspirations through library services. We strive to provide creative and innovative services and are guided by core values such as intellectual freedom, lifelong learning, integrity and diversity, equity and inclusion. Our Library serves everyone in our communities and seeks to remove barriers to services and create a welcoming and safe environment.

Description of Duties

The Camden County Library is seeking a detail oriented clerical employee with experience with accounts payable, Excel, and other purchasing software products. Duties for this position include:

- Preparing purchase requisitions and verifying information for purchases
- Processing and entering direct vouchers and purchase orders according to County and Library procedures for payment
- Assisting staff, vendor or other County departments with inquires
- Maintaining inventory of office supplies and filling requests
- Maintaining invoice payments spreadsheets
- Acts as a back up to other staff members in Business Office department.
- Other duties as assigned.

Education/Certification/Experience/ Requirements:

Clerk 1-prior experience in a office environment preferred

Clerk 2 One (1) year of experience in clerical work, experience in accounts payable/receivable preferred

*The successful candidate will be proficient in creating, maintaining, and analyzing accurate Excel spreadsheet

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.

Resumes are welcome when they accompany a completed application.

Completed applications are due in the Human Resources Office by **May 21, 2024 at 2 PM.**

Camden County Library, Department of Human Resources
203 Laurel Road
Voorhees, NJ 08043 or Fax: 856-772-2761
E-mail: humanresources@camdencountylibrary.org

The Camden County Library System complies with the New Jersey 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.

We meet the learning, recreational and information needs of our customers, providing an open environment for our community.

Dream Explore Imagine

Anthony P. Infanti Bellmawr Branch Library • Gloucester Township Blackwood Rotary Public Library • M. Allan Vogelson Regional Branch Library
Merchantville Public Library • Riletta L. Cream Ferry Avenue Branch-Camden • Nilsa I. Cruz-Perez Downtown Branch - Camden
South County Regional Branch Library • William G. Rohrer Memorial Library-Haddon Township Branch