



LIBRARY SYSTEM

Linda A. Devlin, Director

Open: 05/17/24

Close: 06/07/24

Job Title: Library Assistant **Job Posting 018-24**

Department: William G. Rohrer Memorial Library Haddon Twp Branch

Salary: \$15.2250 per hour

Schedule: 30 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 strive 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 **June 7, 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

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.

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