camden county
LIBRARY SYSTEM

Linda A. Devlin, Director

**Open:08/26/26 Close: 09/09/26**

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| **Job Title:** | **Library Assistant** | **Job Posting 022-26** |
| **Department:** | **Nilsa I. Cruz-Perez Downtown Branch** | |
| **Salary:** | **$15.4900 per hour** | |
| **& Benefits** | **Eligible for Sick, Vacation and Holiday Pay** | |
| | **NJ Defined Contribution Retirement Plan Eligible Position** | |
| **Schedule:** | **38 hours per pay period (Two weeks), schedule includes days, nights and Saturdays** | |

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,
-may assist at community outreach events,
-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 completed on our website at http://www.camdencountylibrary.org/employment-library. Completed applications should be directly uploaded at the web address above.**

Completed applications are required to be submitted by posting closing date and time: **September 9, 2026, at 2 PM.** Resumes are welcome when they accompany a completed application.

Note: Any questions regarding this year-round position may be sent to humanresources@camdencountylibrary.org

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

* **Failure to submit a completed application or to indicate job posting number may be reason for your application not to be considered.**

As a condition of employment, the selected candidate must successfully pass a pre-employment drug screening.

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.