



**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# 02110
Title PT Library Assistant - Circulation
Department Henrietta Hankin Branch Library
Location 215 Windgate Drive, Chester Springs, PA

The Henrietta Hankin Branch Library is seeking a Part Time Library Assistant who will be responsible for performing Circulation procedures to ensure quality customer service and a smooth, accurate flow of library materials to and from customers. This position requires the ability to follow Library and County policies and to maintain the high standard customer service established by the Library.

Responsibilities: Provide front line customer service assistance, handling general account issues, complaints, grievances, delinquent accounts and accounts in collection.

Requirements: Excellent organizational and verbal communications skills, flexibility, genuine enjoyment of the public, commitment to public service, and the ability to handle stressful situations. The ability to master basic and specialized online circulation functions, and demonstrate current PC proficiency including internet, email, and Microsoft Office skills. Previous customer service or retail experience is preferred.

Physical abilities: Handle, lift, or move library materials weighing up to 25 lbs.; stand at a computer terminal for up to 4 hours; wheel book trucks weighing up to 125 lbs.; and stand, sit, walk, stoop or reach within a confined area.

This position requires 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 / Non-exempt
Salary Information: \$16.05 / hour
Shift: Hours will vary including nights and weekends
Weekly Hours: 15
Deadline: Applications will be accepted until position is filled.
Original posting date: 4/20/2023

To apply, contact County of Chester Human Resources:
Apply online at www.chesco.org; Job Inquiries: 610-344-6698