The County of Chester is an Equal Opportunity Employer and Complies with the American with Disabilities Act (ADA)

Requisition# 02612
Title Library Assistant - PT
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

The Part-Time Library Assistant provides direct customer service at the main JTC desk. Key duties of the position include assisting the public and library staff in using computers, scanners, and printers, ensuring that JTC computers, scanners and printers are in good operating condition at all times, setting up the laptops and projector for public/library classes and programs, assisting instructors and program presenters with the projector and laptops, scheduling one-on-one computer tutoring sessions, proctoring online exams and performing other duties, tasks and special projects, as required.

The JTC Part-Time Library Assistant also supports customers with the Makerspace equipment and software during the open hours. Key duties include offering Makerspace equipment training, assisting customers with their maker projects, conducting makerspace related workshops, and more.

All library positions require 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

Salary Information
$16.05 per hour

Shift
Hours will vary including nights and weekends

Weekly Hours
12

Deadline
Applications will be accepted until position is filled.

Other Information
Original posting date: January 9, 2024

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