



JOB POSTING

#41-18

Title: Library Assistant (Part-time)

Salary: \$14.52 an hour

Location: County Library, Circulation Dept.

Open: December 6, 2018

DESCRIPTION

- Provides outstanding customer service by being attentive, approachable, kind and helpful.
- Assists customers in person and on the phone: answers light reference questions, checks materials in/out, handles fines and fees and reconciles money.
- Registers new borrowers for library cards and provides information on library services such as programming and events.
- Participates in Community Outreach events.
- Other duties as assigned.

REQUIREMENTS

- Knowledge of basic arithmetic using whole numbers. Ability to perform extensive alphabetizing beyond the first letter of a word. Ability to converse, speaking clearly, concisely and courteously. Ability to push, pull lift and carry 40 lbs. or less on a sporadic basis with or without accommodation. Ability to stand for a minimum of 4 hours at a time with or without accommodation.
- **Must be a Burlington County resident**

SCHEDULE

24 hours per week. The hours will be Monday, Tuesday and Thursday 9:00 am -2:00 pm, Friday 4:00 pm – 9:00 pm and Saturday 1:00pm – 5:00 pm, and 4 Sundays per year.

Submit an application including **Job #41-18 by 12/16/18** to jobs@bcls.lib.nj.us

The mission of the Burlington County Library System is to enrich lives by providing opportunities for learning, growth and personal development.