



Hunterdon County Library

Full Time - Library Assistant Job Posting

DESCRIPTION: The Hunterdon County Library (HCL) is seeking an energetic team-oriented candidate with a strong public service commitment to join the HCL team in the Circulation Department. **(Please note that the assignment location and schedule may be subject to change based upon the needs of the service.)**

The Hunterdon County Library System consists of two regional libraries, one small satellite library, a mobile bookmobile and ongoing support to seven affiliated libraries within the County of Hunterdon. The current staff consists of over 70 full and part-time employees. Details about the Hunterdon Library can be found at: <http://www.hclibrary.us/>

RESPONSIBILITIES (MAY INCLUDE BUT NOT LIMITED TO):

- Charges and discharges library material to users.
- Computes and collects fines and makes change.
- Answers patron inquiries pertaining to physical location of library material, library hours, offices and personnel, and availability and reserve of popular or new publications.
- Reviews library membership applications for completeness as to name, address, and similar personal identification, and records changes of such information.
- Lists overdue library material from card files and completes overdue notices for notifying patrons.
- Performs filing or shelving tasks involving the use of the Dewey Decimal Classification System and alphabetical filing systems beyond the initial letter of a word.
- Performs searches for publications in immediate vicinity of its proper location. Checks shelves to ensure materials are filed properly.
- Repairs library materials
- Prepares library materials for circulation.

Appointee may be required to possess a valid driver's license - initial appointment provisional pending Civil Service procedure; 35 hours/week.

Library Assistant title is a Civil Service governed job position and additional information can be found at https://info.csc.state.nj.us/TitleList/TitleDesc.aspx?Title_Name=07467

SALARY RANGE

Starting Minimum Salary: \$28,790

Hunterdon County Library offers medical, dental and prescription benefits, vision plan, deferred compensation, paid sick, vacation, personal and holiday leave.

SCHEDULE

Monday 9am to 5pm

Tuesday 1:30pm to 9pm

Wednesday 9am to 5pm

Thursday 9am to 5pm

Friday 9am to 5pm

DEADLINE FOR APPLICATIONS

September 24th, 2021

HOW TO APPLY

Interested applicants should mail a cover letter and resume and a complete County Employment Application to Human Resources at 71 Main Street, PO Box 2900, Flemington, NJ 08822 or by email at personnel@co.hunterdon.nj.us