

Please Post

August 27, 2015

NOTICE OF VACANCY

TITLE: SENIOR LIBRARY ASSISTANT

JOB STATUS: Part time, 24 hours/week

LOCATION: Main Branch, Frankford NJ

DEPARTMENT/DIVISION: Department of Finance & Library Services
Division of Library Services

DATE OF VACANCY: Immediately

STARTING SALARY: Range: \$14.395 to \$26.184 (Job group 5)

CLOSING DATE FOR APPLICATIONS: September 6, 2015

TENTATIVE START DATE: To be determined

MINIMUM REQUIREMENTS:

One (1) year experience which has demonstrated a practical knowledge of library functions, services, terminology, techniques, procedures, and tools (card catalog, microfilm, shelving, circulation systems, and so forth).

NOTE: Successful completion of one (1) year (30 semester hour credits) in a librarian technician course at an accredited college or university can be substituted for the above experience.

JOB DUTIES:

Under general supervision, performs a variety of nonprofessional library duties which involve specialized knowledge and skills in one or more library functional areas and in the services, practices, procedures, terminology, and general classification scheme of library collections; does other related duties as required.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

RETURN COMPLETED APPLICATIONS TO (on Standard County Application Form)

Office of Employee Services
Sussex County Administrative Center
One Spring Street
Newton, NJ 07860