

## **Please Post**

2 December, 2016

### **NOTICE OF VACANCY**

TITLE: LIBRARY PAGE

JOB STATUS: Part time 15 hours/week

DEPARTMENT/DIVISION: Department of Finance and Library Services  
Division of Library Services – **Dorothy Henry Branch**

DATE OF VACANCY: Currently vacant

SALARY RANGE: Job Group 1 ~ \$11.818 to \$21.527 hour

CLOSING DATE FOR APPLICATIONS: December 10, 2016

TENTATIVE START DATE To be determined

#### **MINIMUM REQUIREMENTS:**

##### **Knowledge and abilities:**

Ability to read, write, speak, understand and communicate in English sufficiently to perform duties of the position. American sign language or Braille may also be considered as acceptable forms of communication. Ability to learn to use the Dewey Decimal System and the Library of Congress System of cataloging. Ability to follow oral and written orders, directions, or plans. Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

##### **License:**

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

#### **JOB DUTIES:**

Under supervision, records books or other materials into or out of the library system; return books, materials, and equipment to the correct location: Performs routine repetitive tasks associated primarily with the physical movement and sorting of books and materials within the library and the maintenance of reader desks and tables; does other library related duties.

#### ***RETURN COMPLETED APPLICATIONS TO*** (on Standard County Application Form)

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