

Please Post

9 November, 2018

NOTICE OF VACANCY

TITLE: LIBRARY PAGE

JOB STATUS: Part time 25 hours/week

DEPARTMENT/DIVISION: Department of Finance and Library Services
Division of Library Services – Louise Childs Branch

SALARY RANGE: \$11.960 to \$21.785 hour

CLOSING DATE FOR APPLICATIONS: November 16, 2018

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