

Please Post

8 April, 2019

NOTICE OF VACANCY

TITLE: LIBRARY PAGE

JOB STATUS: **Part time 25 hours/week, 3 positions available**
Main Library in Frankford,
Dennis Branch in Newton
Louise Childs in Hopatcong,
Temporary Part time On Call also available at the
Dorothy Henry Branch in Vernon, NJ.

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

SALARY RANGE: \$11.960 to \$21.785 hour

CLOSING DATE FOR APPLICATIONS: April 18, 2019

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.

Please specify location when applying and:

RETURN COMPLETED APPLICATIONS TO (on Standard County Application Form)

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

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.