

# Please Post

September 28, 2022

## NOTICE OF VACANCY

**TITLE:** SENIOR LIBRARY ASSISTANT (2 Openings)

**JOB STATUS:** Full Time – 35 Hours/Week

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

**STARTING SALARY:** \$30,602

**CLOSING DATE:** October 7, 2022

**START DATE:** To Be Determined

### **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.

### **MINIMUM REQUIREMENTS:**

#### **EXPERIENCE:**

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

#### **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 the essential duties of the position.

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### ***RETURN COMPLETED APPLICATIONS AND RESUME TO:***

(Standard County Application Form is located at the following address or [www.sussex.nj.us](http://www.sussex.nj.us))

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

Email: [employeeservices@sussex.nj.us](mailto:employeeservices@sussex.nj.us)

Fax: 973.579.0355

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.