



GLOUCESTER COUNTY
invites applications for the position of:

Library Clerk – Work As Required

Hourly: \$12.70

OPENING DATE: 3/12/2021

CLOSING DATE: Open Until Filled

Description:

Under close supervision, performs a variety of clerical and library support activities for the Library by assisting library patrons and maintaining library materials and records. Employee must exercise tact and courtesy in all communication with library patrons. Reports to designated supervisor.

Scheduled to work as needed to include: nights, weekends and at both library locations. Schedules are flexible with varying start and end times.

Required Knowledge, Skills, and Abilities:

General knowledge of books, magazines, and related materials available to the public.

General knowledge of library routines, policies, and procedures.

General knowledge of the card catalog, the library's filing system and various types of informational materials in the main or branch library.

Basic knowledge of media including film, video, filmstrips, audio recordings and library computer software and networks.

Basic knowledge of current literature, trends, and developments in the field of library sciences.

Basic knowledge of personal computers and commonly used Microsoft Office software products to include Outlook, Word, and Excel; specialized programs and the internet.

Ability to use standard library methods and principles in bibliography, cataloging, classification, circulation and reference services.

Qualifications

Possession of a high school diploma/GED.

One (1) year of experience in a customer service environment and some knowledge of Library services.

Any equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities.

Special Requirements

To be considered for this position, your online application must include three (3) professional references.

For a complete job description and to apply online, visit our website at: www.gloucestervera.info.

Gloucester County is an Equal Opportunity Employer