

## Library Assistant

### Job Description

#### A. Purpose of Job

To assist in providing library services to the public.

#### B. 1. Type of Work

Librarianship, clerical.

#### 2. Relationships

Ability to work with supervisors, co-workers and the public.

#### 3. Duties

- Work at circulation desk, charge and discharge materials; answer the telephone, as needed; assist patrons in locating materials; answer reference questions; notify patrons of requested materials; shelve materials; weed magazine drawers as needed.
- Assist patrons in using public access computers and internet workstations.
- Assist with Blueberry Festival and other functions.
- Register library patrons.
- Collect and document fines, and other monies collected.
- Other miscellaneous duties, as needed.

#### C. Hours      Part time

#### D. Supervision

Responsible to the Administrator/Librarian.

#### E. Requirements

- High school diploma preferred. Basic computer and internet skills. Working knowledge of Microsoft Office.

# Susquehanna County Historical Society and Free Library Association

## Employment Application

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

\_\_\_\_\_

### Education

High School: \_\_\_\_\_

Graduation Date (or last year completed): \_\_\_\_\_

College: \_\_\_\_\_

Degrees, Dates Attended: \_\_\_\_\_

Graduate School: \_\_\_\_\_

Degrees, Dates Attended: \_\_\_\_\_

### Work Experience

Position: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Dates: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Position: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Dates: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Position: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Dates: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

**Special Abilities (please list)**

**References**

Please list three references with addresses and telephone numbers.

**Is there anything else you would like us to know?**