



THE CITY OF PATERSON

Job Posting

Job Title:	LIBRARY ASSISTANT	Job Category:	Classified
Department/Division	PATERSON FREE PUBLIC LIBRARY	Job Code/Job ID	07467/423
Location:	250 Broadway, Paterson, NJ 07501	Travel Required	LOCAL
Level/Salary Range:	\$30,000.00	Position Type:	Full-Time
Contact:	Eugenia Byfield	Posting Period	04/08/2022 – 05/02/2022

Resumes & Applications are accepted via regular mail, fax or e-mail.

Fax or E-mail:

973-321-1325

hrinfo@patersonnj.gov

Attention: **LIBRARY ASSISTANT**

Regular Mail:

Eugenia Byfield, Personnel Officer
Division of Human Resources (Personnel)
City of Paterson
125 Ellison Street, Suite 300
Paterson, NJ 07505

Job Description

Role and Responsibilities

Under close supervision, performs a variety of routine nonprofessional library tasks; does other related duties as required.

Examples of Work

- Answers patron inquiries pertaining to physical location of library material, library hours, offices and personnel, and availability and reserve of popular or new publications.
- Reviews library membership applications for completeness as to name, address, and similar personal identification, and records changes of such information.
- Charges and discharges library material to users.
- Performs searches for publications in immediate vicinity of its proper location.
- Checks shelves to ensure materials are filed properly.

(Tasks noted within this description are not all-inclusive. Other related tasks will be assigned.)

Requirements

LICENSE: Appointees 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 essential duties of the position.

Knowledge & Abilities

- Knowledge of basic arithmetic operations using whole numbers.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to perform extensive alphabetical filing beyond the initial letter of a word.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Ability to converse, speaking clearly, concisely, and courteously.