Location: Harford County Public Library
Job Title: Library Assistant II - Circulation

Responsibilities: The Library Assistant II - Circulation performs a variety of clerical duties related to the circulation of library materials, including but not limited to answering phones, greeting and directing customers, checking materials in and out, registering customers for borrower's cards and explaining library policies and procedures. Meets minimum public service hours as defined by Library Administration.

Requirements:
1. High school diploma or G.E.D.;
2. Six (6) or more months of related experience;
3. Ability to work day, evening, and weekends hours

Salary Range: Undisclosed

Application Process: Applications for this position are completed and accepted via online submission only. Please visit us at www.HCPLonline.org and click on Library Jobs tab for vacancy announcement details and application instructions.

Closing Date: Open Until Filled