Location: New Castle County Government, Delaware  
Job Title: COMMUNITY SERVICES WORKER II (LIBRARY AIDE)

Responsibilities:
This is a year-round position and hours, which will require nights and weekends. Applicants must be at least 16 years of age. Selected applicants must pass a background check, medical history review and drug screen prior to start date, must have a reliable means of transportation, and must be willing to take first aid training. Performs specialized or semi-skilled work performing various assignments and duties within the Department of Community Services; does related work as required. EXAMPLES OF WORK: (Illustrative only) • Assists with basic needs of a program or activity; • Maintains simple records; • Enforces safety rules and regulations; • Answers telephones; • Performs minor office tasks; • Guides participants in an activity; • Assists with care and clean-up of facility; • Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service; • Operates a personal computer and other related equipment in the course of work.

Requirements:
Good knowledge of the rules and regulations of the area where the employee is assigned; ability to communicate courteously and effectively, both verbally and in writing; ability to get along with other employees; ability to follow oral and written directions; ability to keep simple records and reports; good judgment; courtesy; dependability; ability to operate a computer terminal, cash register and other office equipment. Some experience in work related to the duties performed and possession of a high school diploma or GED.

Salary Range: $15.75 - $19.14 Hourly

Application Process: Candidates may submit online employment applications using the NEOGOV online application system available at https://www.governmentjobs.com/careers/nccde.

Closing Date: 4/1/2024