

ASSISTANT LIBRARY CLERK POSITION

ASSISTANT LIBRARY CLERK POSITION – Lebanon Township is currently accepting applications for the position of Assistant Library Clerk for the Bunnvale Library. The Assistant Library Clerk is responsible to perform general clerical duties and is the primary source of support for the patrons. The Assistant Library Clerk is responsible to check materials out as well as to collect fines and fees, answer general questions, issue library cards, process new library materials and assist with items that are on reserve.

Qualifications: Applicants must have good computer knowledge and have exceptional customer service skills.

Qualified candidates may submit an application to: Karen J. Sandorse, RMC/CMC, 530 West Hill Road, Glen Gardner, NJ 08826