

Warren County Public Library
Technical Services Receiving Assistant
Job Description

Reports to:

Information & Collections Manager

Classification:

Full Time (35 hours per week) | Monday - Friday (8 AM - 4 PM)

Duties Include (but are not limited to):

- Handling heavy boxes
- Working independently
- Unpacking shipments of books, comparing contents to packing lists
- Checking materials for defects, applying barcodes
- Using Polaris to confirm receipt of items and create invoices
- Verifying accuracy of invoices and sending them to Admin for payment
- Comparing monthly statements to invoices and fixing any discrepancies
- Handling materials returns and vendor credits
- Communicating with vendors as needed
- Keeping track of supply information
- Coordinating with team members to accomplish tasks and goals

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Skills/Abilities Needed:

- Flexibility
- Attention to detail
- Facility with numbers/understanding of basic math concepts
- Adequate physical stamina

Starting Compensation:

\$12.00 per hour.