



Library Assistant - Passports
Part-time: \$19.91 per hour

The Old Bridge Public Library seeks a part-time Library Assistant – Passport Agent for its main branch. This position offers up to 25 hours per week and includes a required alternating Friday evening shift.

Duties include assisting customers with passport applications, taking photographs, and collecting associated fees. The successful candidate must enjoy working with people and be able to interact effectively with patrons and staff. Enthusiasm, dependability, strong attention to detail, and flexibility are essential.

Proficiency in verbal and written communication in English is required; additional language skills are a plus.

Applicants must be U.S. citizens. A high school diploma or equivalent is required, along with knowledge of office procedures, proper telephone etiquette, and basic computer skills.

The work schedule may include a combination of weekdays, evenings, and weekends, based on the library's needs.

Candidates who meet or exceed the basic qualifications may be invited for an interview. Due to the volume of applications, not all candidates may be contacted. Resumes are appreciated but not required; however, completion of the library's job application is mandatory. A criminal background check must be completed prior to any offer of employment.

Applications are available at
Old Bridge Public Library, 1 Old Bridge Plaza, Old Bridge, NJ 08857
or

<https://oldbridgelibrary.org/wp-content/uploads/2024/09/obpl-employment-application.pdf>

Applications must be submitted to Linda Reynolds,
Executive Assistant for Personnel
by April 24, 2026. No phone calls please.
Email: lreynolds@oldbridgelibrary.org