



Job Description for Library Clerk

Essential Duties and Responsibilities

Applicant must be energetic, motivated and creative with strong service orientation. Must be friendly and approachable and maintain good public relations. Dependability and a good work ethic including timeliness for shifts is a must. Clear communication skills and follow through with tasks is a must and Applicant must be a self-starter and able to work independently as well as a team. Also the ability to organize and prioritize work and respond to varied/changing work demands. Willingness to maintain and improve skill in the above areas.

Minimum Qualifications

High School Diploma or equivalent

Ability to multitask, be flexible in work habits, have developed organization skills, possess a broad knowledge in general subject areas and some knowledge of authors and books to assist with Reader's Advisory and ability to deal tactfully and courteously with all ages of people in a public service context and with colleagues.

Clerk will assist patron with circulation issues, applying for a new card, placing holds, check out of books and checking in and reshelving items according to their classification.

Check books in monitoring for damage, overdue items and fines.

Locate items for patrons and if we do not have the physical book, refer patron to our Overdrive E-content service or help patron to place a hold for a book from the consortium.

Answer inquires by phone or in person in a timely and friendly manner.

Basic knowledge of the library machines, fax, copy, computer

Perform general housekeeping tasks as needed.

Craft skills and program preparation and implementation experience is a plus, as is, experience with social media, WordPress, and other technical skills.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands, talk, and hear. May be required to stand, stoop, bend, kneel, climb or balance.

Employees must regularly lift and or move up to 25 pounds and occasionally 50 pounds in order to handle books and equipment.

This is not to be considered an exhaustive accounting of the job requirements. Other tasks must be performed as needed.