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## LIBRARY CLERK

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### **DEFINITION**

Under direct supervision, performs a variety of clerical and technical Library duties. This is a part-time position with statutory benefits only; position may work up to 28 hours per week, 999 hours per fiscal year.

### **SUPERVISION EXERCISED**

None

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

Sort, clean, shelve and organize books; file newspapers, periodicals, pamphlets and related library materials.

Maintain library collection in a neat and orderly manner; check materials for any needed repair/mending.

Issue and receive materials for circulation or use in the library.

Calculate, collect and record fees and overdue fines; initiate collection process.

Issue library cards; assist patrons.

Demonstrate operation of equipment; use computers to search records and files.

Assist with special projects and events.

Perform related duties as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Standard office procedures, methods and computer equipment.

Techniques used in dealing with the public and customer service.

Library procedures and practices.

**Ability and Skill to:**

Understand routine library procedures and systems.

Alphabetize and numerically/chronologically sort materials.

Perform arithmetical calculations.

Respond to questions from the public and staff.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

**QUALIFICATIONS**

*Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:*

High School graduation and one (1) year office or customer service experience;

**LICENSE OR CERTIFICATE**

None required

**ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to alphabetize and numerically/chronologically sort materials.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to shelve library materials, clean shelves and sweep floors.

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving/shelving library materials.

