

Briggs Public Library

JOB FACT SHEET

Position: Part-time Library Clerk

Hours: Average 10-15.25 hours/week

Afternoon, Evening, and Saturday Hours

Starting Pay: \$9.60/hour

\$9.85 upon successful completion of first ninety days

High School Diploma or GED preferred

Job Duties:

- Performs public contact work at the circulation desk, charges and discharges books and other materials, may process reserve and interlibrary loan requests, collects overdue fines, receives payment for other services and explains library rules and procedures to patrons.
- Registers patrons for and assists patrons in the use of the computer time management system.
- Issues library cards to borrowers.
- Shelves materials and attends to orderliness of bookshelves.
- May perform clerical support activities such as fielding phone calls, placing phone calls, dealing with faxes, copying, filing, and word processing as assigned.
- Registers patrons for library programs.
- May help at an occasional library program.
- May perform light library maintenance tasks as requested.
- Complies with work scheduling and attendance requirements according to reasonable policy and practice. Adheres to customer service guidelines and procedures as established by the library.
- Attends professional meetings, conferences, workshops and classes at the discretion of the Director.
- Performs related work as required.

Probable Schedule

The successful candidate will be able to meet the following scheduling requirements:

Monday: 3:00 – 8:00 p.m.

Wednesday: 3:00-8:00 p.m.

Fourth Saturday of the month: 9:45 a.m. – 3:00 p.m.

(See Reverse Side)

The ability to learn the following skills is required for satisfactory job performance.

- Must be a minimum of sixteen years of age. High school diploma or GED preferred.
- Ability to complete assigned tasks in a timely fashion.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public and other employees.
- Ability to complete forms and maintain records.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to work effectively under stress, changes in work priorities, and with frequent interruptions.
- Ability to operate a cash register, copy machine, fax machine and multi-line phone system.
- Basic computer knowledge.
- Ability to utilize and assist public in the use of computerized library systems.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms.
- The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move items of light to moderate weight.
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- While performing the duties of this job, the employee regularly works in a public service facility.
- The noise level in the work environment is usually moderate.