



JOB FACT SHEET

Position: Part-time Library Clerk

Afternoon, Evening hours available

Minimum of one Saturday a month

Hours: Average 13-18.25 hours/week

Starting Pay: \$13.50/hour

\$14.00 upon successful completion of first ninety days

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 public computers/laptops.
- 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:

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

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

Friday: 3:00 - 6:00 p.m.

Every fourth Saturday: 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.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public and other employees.
- Ability to complete assigned tasks in a timely fashion.
- 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.