



JOB FACT SHEET

Position: Part-time Library Clerk
Afternoon, Evening hours available
Minimum of one Saturday a month
Hours: Average 12-19.5 hours/week
Starting Pay: \$14.06/hour

\$14.56 upon successful completion of first ninety days

Note: July 1, 2025 rates will change to \$14.50 and \$15.00

Job Duties:

- Performs public contact work at the circulation desk, charges and discharges books and other materials, issues library cards to borrowers, collects overdue fines, receives payment for other services and explains library rules and procedures to patrons.
- Assists patrons in locating books and other materials throughout the library.
- Answers patron questions in person, via email, and on the telephone. Help patrons with research needs through reference books, periodicals and electronic resources.
- Manages hold and reserve materials. May process interlibrary loan requests.
- Registers patrons for, and assists patrons in the use of, the public computers/laptops.
- Shelves materials and attends to orderliness of bookshelves.
- 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.
- Attends professional meetings, conferences, workshops and classes at the discretion of the Director.
- All other duties as assigned.

Probable Schedule(s)

The successful candidate(s) will be able to meet one of the following scheduling requirements:

Starting Immediately

Tuesday: 9:45 a.m.–4:00 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.

Starting in Mid-August

Monday: 4:00-8:00 p.m.

Tuesday: 4:00-8:00 p.m.

Thursday: 4:00 - 8:00 p.m.

Every fourth Saturday: 9:45 a.m. – 3:00 p.m.

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.
- Working knowledge of services, the library offers to the community and the ability to impart that knowledge to the public.
- 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 the public in the use of computerized library systems.
- Basic knowledge of library terminology, practices and services.
- Ability to assist the public with information requests and services.