

Library Clerk (Part Time)

Dept/Div: Library/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs human support work assisting with programs, activities, and events, and related work as apparent or assigned. Work is performed under the close supervision of the Librarian.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Provides circulation desk support to internal and external customers; processes patron-side circulation and loan materials; receives fine payments; inventory all library materials; assists volunteers; answers phones.

Conducts basic customer service; handles patron account issues; assists public in the use of electronic equipment, downloadable and streaming digital media, and searchable electronic index; provides assistance with reference questions.

Maintains order by organizing, arranging, and shelving materials as needed; maintains adequate inventory of supplies.

Assists with library promotional displays/materials via print and electronic media; provides assistance with outreach events; performs decorating and displays as needed.

Coordinates and provides technical assistance as needed or required.

Knowledge, Skills and Abilities

General knowledge of office terminology, procedures and equipment; general knowledge of library routine and procedures; some knowledge of office terminology, procedures and equipment; skill in the use of computers, office and data entry equipment; ability to follow established procedures and to perform work requiring some detail; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with associates, library patrons, business and public officials, and the general public.

Education and Experience

High school diploma or GED and minimal experience in library services with customer contact, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, speaking or hearing and using hands to finger, handle or feel and frequently sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

None.

Last Revised: 06/01/2022