Library Clerk Job Description

Position Type: Non-MLS

Description: This position is responsible for providing service at the circulation desk, including shelving books as needed, and aiding library patrons. This is a part time position, including some evenings and every other Saturday. Excellent customer service skills are a requirement for this position.

Responsibilities:

- Dresses professionally, acts appropriately, and maintains proper hygiene
- Greets and assists patrons in the Circulation area employing effective customer service
- Provides friendly customer service at all times
- Performs ALL circulations area functions effectively (this includes shelving books)
- Assists phone callers and directs calls as needed
- Responsible for library opening and closing procedures as assigned
- Informs patrons of Library Policies and Patron Code of Conduct and enforces them when necessary
- Assists patrons with computer needs when possible
- Reports to the Circulation Manager
- Complete the required Continuing Education Credits for Library Staff
- Assist with projects as directed

Duties:

- Checks in, checks out and renews library materials
- Answers general reference questions
- Assists patrons with card catalog and locating materials in all areas of the library
- Assists patrons with new library cards and library card replacements
- Assists patrons with microfilm, copying, printing, laminating, and faxing
- Assists patrons with computer use and printing as needed
- Assists in seeing that Library Rules of Conduct are observed by politely asking patrons to observe rules of conduct that are not being followed, and inform library administration when necessary
- Straightens shelves as needed
- Shelves books in all areas of the library as needed, especially the non-fiction area
- Other duties assigned by the Circulation Manager and/or Director

Job specifications:

- High School Diploma or equivalency

- Library skills sufficient to accomplish the duties listed above or the ability to learn those skills (Shelving with Dewey on Web Junction must be completed)
- Microsoft Office and Excel computer skills are needed as well as Google Chrome Books
- Ability to work individually or as part of a team