



Union County Carnegie Library Job Description

Position: Library Clerk

Status: Part-Time Temporary Seasonal

General Summary:

Library clerk is an entry level public service staff position. These employees have limited decision making responsibilities for routine matters. They have some degree of discretion related to prioritizing and executing their daily duties.

Primary Responsibilities:

- Responsible for executing all tasks relating to circulation including:
 - Checks materials in and out and register patrons for a Library card
 - Assists library users in locating appropriate materials, including using the catalog effectively
 - Assists patrons in the use of library equipment, including computers and other technology
 - Handles financial transactions
 - Helps keep public and staff areas of the Library clean
 - Assists with outreach programs, and special projects as needed
 - Shelves, straightens, reads and organizes library materials for any area in need
 - Helps with collection maintenance, including weeding materials according to designated criteria or lists
 - Answers the telephone when needed and assisting with photocopying and faxing
 - Helps with processing new materials to get them shelf-ready, including checking in new periodicals
 - Performs repairs to collection materials
 - Prints and processes daily holds
 - Communicates with immediate supervisor frequently, including ideas, suggestions, and concerns
 - Other duties as needed or assigned by supervisor or Library Director
- Library Assistants may also need to substitute for absent library employees as required

Important Qualities:

- Outgoing, welcoming, and enthusiastic
- Easily comprehends written information especially instructions pertinent to duties; Follows instructions and all directions with care and commitment
- Able to work effectively and enjoys interacting with people, including both the general public and other staff members of all ages and backgrounds
- Strong attention to detail
- Ability to lift, and sufficient flexibility to shelve books and materials repeatedly on both low and high shelving
- Maintains an excellent public service attitude and is courteous
- Creates a positive image of the library at all times
- Ability to use technology easily and effectively
- High School Diploma or GED
- One year customer service work experience desirable