

Job Title: Public Service Circulation Clerk

Salary: \$11.00/hr. Part-time

Reports to: Library Director

Job Qualifications:

- High School Diploma
- Ability to type and file accurately
- Ability to learn basic library computer circulation skills
- Ability to work pleasantly and knowledgeably with staff and public at all age levels
- Ability to give and follow written and oral instructions
- Manual dexterity and coordination required to process material
- Ability to exercise initiative and good judgement
- Ability to communicate effectively with staff and patrons
- Ability to read titles on shelves, print, and computer screens
- Ability to lift at least fifteen pounds

Essential Functions

- Responsible for circulation of materials to patrons, both check-in and check-out, and collecting fines and fees
- Responsible for maintaining circulation and copier supplies
- Participates with other staff members in the selection and merchandising of materials which reflect the interests and needs of the library patrons and community
- Shares responsibility for building supervision, opening and closing procedures
- Assist patrons and staff on the computer
- Answers patrons' reference questions; researches questions as required
- Answers questions and assists patrons as requested
- Maintains good relations with public and staff
- Performs activities involved in retrieval of overdue materials and acts as contact person for patrons inquiring about overdue materials
- Attends to public use of equipment: adds paper, assists patrons with machine problems
- Provides patrons with general information about library services directing them to other personnel as needed
- Prepares periodicals and other materials for circulation
- Assists in seeing that Library rules of conduct are observed
- Maintain user log on public access computers
- Performs other duties as assigned