

JOB DESCRIPTION – CIRCULATION CLERK – PART TIME

- I. Identification information:** The Circulation Clerk is responsible for the direct provision of circulation-related services to the public.
- II. Essential functions and responsibilities:**
1. Check materials in and out.
 2. Register patrons.
 3. Handle fines and fees.
 4. Resolve customer service problems.
 5. Sort and shelve material.
 6. Answer directional, procedural and programming questions.
 7. Assist in opening and closing of library, including startup and shutdown of computers and other equipment
 8. Monitor status of copier, computers and printers; fill with paper and toner as needed; inform appropriate staff members of equipment problems.
- III. Other duties and responsibilities:**
1. Assist with displays, library promotion and readers advisory.
 2. Under the supervision of Circulation Manager, assist with training of new staff members.
 3. Special projects
 4. May be asked to serve on library committee
 5. Other duties as assigned
- IV. Supervisory responsibilities:** The Circulation Clerks report to the Circulation or Branch Manager. This position does not have any supervisory responsibilities.
- V. Physical requirements:**
1. Must be able to sit for 1-2 hours, and stand and/or walk for 4-8 hours per workday.
 2. Must be able to bend/stoop, squat, kneel, lift, push/pull and reach above shoulder level for a large percentage of the workday for material manipulation.
 3. Must be able to lift and carry up to 35 lbs.
 4. Ability to repetitively grasp, lift and carry materials and objects.
 5. Ability to repetitively perform fine motor manipulations including typing and writing.
- VI. Working conditions:** Travel to branches may be necessary. Some evening and weekend hours required.

QUALIFICATION:

High school diploma or equivalency. Ability to perform clerical task accurately and efficiently. Ability to relate well to the public and communicate effectively. Computer literacy. Criminal background check and child abuse clearance required for all library employees.