



TITLE: Library Clerk

FLSA STATUS: Non-Exempt

HOURS: 5-11

REQUIREMENTS FOR ALL EMPLOYEES:

1. Ability to work effectively with staff, patrons, and others.
2. Ability to work in a changing and varied environment and with frequent interruptions.
3. Ability to communicate clearly.
4. Ability to use various technologies to complete work.
5. Ability to follow library policies and procedures.
6. Ability to work independently and productively.

POSITION SUMMARY:

Under the supervision of the Adult Services Librarian and the Library Director, this employee facilitates library service to patrons, community members, and visitors and provides various circulation functions.

REQUIREMENTS FOR THIS POSITION:

1. Working knowledge of the Dewey Decimal System and alphabetical systems and the ability to apply those systems to library materials.
2. Operate a variety of standard office and library machines.
3. Knowledge of computer software, internet navigation, and e-resources.
4. Work with detail, precision, and accuracy.

ESSENTIAL FUNCTIONS:

1. Performs circulation tasks in PrairieCat; assists patrons in library card usage for both physical and digital collections.
2. Sort, shelve, shelf-read, and shifts library materials
3. Assists and monitors patrons in the use of the library (locating materials, circulation, reference, technology assistance, etc.).
4. Assists patrons in the use of the library's digital collections and resources
5. Participates in relevant training and/or continuing education
6. Performs other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

1. Knowledge and skill equivalent to the completion of a high school education.

2. One year of general work experience including front line customer service.

PHYSICAL REQUIREMENTS:

1. Frequent sitting, some walking.
2. Lifting up to 40 lbs., bending, stooping, climbing, pushing, pulling, reaching, and fine manipulation skills.