

William B. Ogden Free Library
JOB DESCRIPTION: CLERK

Title: Clerk

Job Summary: The Library Clerk handles the activities of the circulation desk, oversees electronic data processing, and assists library patrons in the use of library services, facilities, and equipment.

Hours: 15-30/week

Salary Range: \$15.00-\$16.50 /hour, limited benefits, no health benefits

Reports to: Library Director

Responsibilities:

- Conducts oneself in a professional manner, demonstrating sound judgment and behavior.
- Circulates, reserves, renews, and distributes library materials. Empties book drop.
- Responsible for shelving materials and for shelf reading the collection.
- Compiles a variety of statistics concerning library usage and material circulation.
- Collects fines for lost or damaged materials.
- Responds to telephone inquiries about library programs and services.
- Registers patrons and updates their records as needed.
- Monitors public use of library facilities and assists patrons in locating library materials.
- Assists patrons with basic computer questions, navigating electronic records, and using electronic databases.
- Assists with library program preparation and implementation, as directed.
- Secures facilities after hours by locking doors and windows and setting the alarm.
- Other duties as assigned.

Qualifications/Skills:

- High school diploma/GED required.
- A general interest in libraries and reading.
- Some knowledge of clerical procedures and practices.
- Basic skills in typing and the ability to do data entry using a computer terminal.
- Flexibility to deal with multiple and unexpected tasks and patrons simultaneously.
- Ability to understand and follow written and oral instructions.
- Strong attention to detail and ability to complete duties in a timely and accurate manner.
- Ability to establish and maintain effective working relationships with superiors, associates, and the general public.
- Available to work evenings and weekends.