



Clerk I – Circulation Clerk

The Clerk I position requires knowledge of policies and procedures for all duties applicable to the jobs performed. The Circulation Clerk primarily works directly with Library patrons to meet their basic needs and, therefore, must furnish a high level of customer service. The Circulation Clerk understands the role of the Clerk I function as it relates to the entire library system. The immediate supervisor for this position is the Branch Manager or Assistant Branch Manager.

The Clerk I must:

- Become familiar with the Dewey Decimal Classification system and LC Subject Headings.
- Be able to use the circulation system and know the library policies and procedures regarding circulation.

Essential Duties:

- Working with the public in a friendly, courteous, and knowledgeable manner
- Assisting patrons in all aspects of circulation, including processing payments
- Assisting patrons in the use of the public catalog system and locating Library materials
- Assisting patrons with basic readers' advisory and reference service
- Assisting patrons with basic computer needs
- Handling and processing books and other materials by unpacking boxes, loading and unloading book trucks, performing basic repairs, putting on covers, sampling material, and applying labels
- Working with computers and interacting with Library-related software
- Filing and keeping records in order
- Recording statistics
- Maintaining collection usability by shelving/reorganizing materials according to Library policy
- Working job duties as scheduled and any other jobs assigned by the immediate supervisor

Job Requirements:

- High School Diploma or GED

Type of certification: "Paraprofessional" if classified as a "full time" employee



Skills & Characteristics:

- Ability to read and write
- Ability to communicate verbally
- Ability to work with the public
- Ability to work with staff in a team environment
- Filing skills, both alphabetical and numerical
- Math skills, including the ability to make change without a calculator
- Ability to understand and follow verbal & written directions

Physical Demands:

- Standing, sitting, stooping, and walking
- Handling books and other Library materials
- Using computer input devices
- Visual acuity for near reading
- Mobility to help patrons and reach materials
- Pushing and pulling book trucks up to 50 lbs.

Work Environment:

- Climate controlled environment
- Exposure to dust

Work Devices:

- Computers and peripherals
- General office equipment
- Telephones
- Book carts

This job description does not necessarily reflect all aspects of the job functions.