

## Library Clerk

Individual appointed to this position will be required, under supervision, to perform routine, recurring tasks such as: reshelving, book cleaning, and simple repair; checking in and out materials; accepting fines; answering phones; inputting computer data; processing library card applications; greeting and assisting children and adults with facility and material use; and may be required to handle monies in a cashiering capacity; assist with programs; and perform other related work as required.

**Minimum Requirements:** Ability to read, spell, alphabetize, count, follow directions, and interact with the public at a level sufficient to perform the duties of the position. Previous library experience is desirable. Knowledge of computers highly desirable.

**Selection Factors:** Typing skill, computer keyboard experience, and knowledge of Dewey Decimal System. Ability to handle monies, deal with the public effectively and courteously, input data, and learn SirsiDynix library system.

**Hours/Schedule:** up to 19 hours a week, any time 10 am-6 pm, Tuesday through Saturday

**Physical/Environmental Factors:** Requires bending, stretching, shelving books (on eight foot shelves), pushing and pulling book carts that weigh up to 175-200 pounds, standing for up to four hours, lifting up to 25 pounds, and dealing with the public in sometimes stressful situations.

**Screening:** Based on meeting the minimum requirements and job-related experience, skills, knowledge, and education. Skills test may be required.