

## **LIBRARY CIRCULATION CLERK POSITION**

**GENERAL STATEMENT OF DUTIES:** Responsible for overseeing entire circulation activity, including the issuing, return and record keeping procedures of the library, assigning job tasks to library pages, train library assistants in computerized circulation functions.

**SUPERVISION RECEIVED:** Works under the direct supervision of the Library Director

**SUPERVISION EXERCISED:** Directs activities of Library Assistants and Pages.

### **ESSENTIAL JOB FUNCTIONS:**

1. Performs circulation desk procedures, such as checking in and checking out materials, registering patrons and collecting fines.
2. Checks in deliveries of interlibrary loan materials.
3. Does typing and filing.
4. Processes, withdraws, repairs, or reconditions library materials.
5. Shelves library materials and reads shelves.
6. Sorts and routes mail.
7. Assists with library programs and displays.
8. Assist patron with ready-reference questions and reader advisory, bibliographic instruction and database searching.
9. Assists patrons with mechanical operations of library equipment.
10. Answers directional questions and refers patrons to appropriate personnel.
11. Performs other related work as required.

### **KNOWLEDGE AND ABILITIES:**

1. Working knowledge of library methods and procedures.
2. Computer knowledge and skills.
3. Keyboarding and filing ability.
4. Working knowledge of English grammar and spelling.
5. Willingness to maintain skills in above mentioned areas through active participation in appropriate library skills learning experiences.
6. Ability to deal with associates and the public in a courteous manner

### **PHYSICAL DEMANDS:**

1. Sitting, standing, walking, climbing, and stooping.
2. Bending/twisting and reaching.
3. Talking and hearing; use of the telephone.
4. Far vision at 20 feet or further; near vision at 20 inches or less.
5. Lifting and carrying: 50 pounds or less.
6. Handling: processing, picking up and shelving books.
7. Fingering: typing, writing, filing, sorting, shelving and processing.
8. Pushing and pulling: objects weighing 60-100 pounds on wheels.

**WORK ENVIRONMENT:**

Must be able to perform tasks requiring independent knowledge in addition to procedures or instructions provided. Must be able to concentrate on fine detail with constant interruption and remember assignments given over long periods of time.

Noise level in the work environment is generally quiet.

**MINIMUM QUALIFICATIONS:**

1. High school diploma or GED
2. Keyboarding and general office experience.
3. Some previous library or work experience desired
4. Customer service experience
5. Bachelor's Degree desired

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities to perform the essential functions of the position may be qualifying.*

*This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.*