

# ***Adams County Public Library***

## **SECTION 2.874 – LIBRARY CLERK** (revised 6/09/04; 5/13/09; 10/09/2013)

A library clerk performs a wide variety of general tasks and cooperates with other staff in providing outstanding services to the public in a team setting. A clerk whether assigned or unassigned is paid to participate in team meetings and complete appropriate independent study units.

### **Qualifications/Demonstrated Knowledge, Skills and Abilities:**

- High school diploma or GED with an aptitude for and demonstrated interest in library work.
- Previous experience indicating an ability to perform the responsibilities involved.
- Behaviors observed by former employers that match the library's core values: positive approach, dependable, team-oriented, professional, and potential leadership qualities.
- Ability to communicate effectively and concisely in English, both orally and in writing.
- Proficient with computers and word processing; basic knowledge of other office equipment.
- Accuracy in filing and detailed work; ability to handle cash transactions and financial reports.
- Ability to maintain emotional balance in working with all types of people and circumstances.
- Mobility to maneuver loaded book trucks and stand for extended periods of time.
- Adequate strength to move boxes, furniture or equipment, and lift 40 pounds.
- Ability to stoop and stretch in order to retrieve or shelve materials on 7 ft. shelving.
- Have or able to obtain a valid driver's license and access to reliable transportation.

### **Responsibilities/Duties:**

- Works directly with team leaders and other staff to promote efficient library operations.
- Complies with policies and performs duties in a courteous, pleasant, and efficient manner.
- Greets library users and answers incoming calls, making referrals and taking messages.
- Assists borrowers in finding information, answering questions, and placing holds.
- Maintains knowledge of computers and basic software, and assists patrons in their usage.
- Assists patrons with using public copier, fax, and print manager; trouble shoots equipment.
- Assumes responsibility for the accurate collection, transmission, and security of money.
- Maintains knowledge of library procedures and works with a minimum of supervision.
- Participates in routine library tasks such as circulation, shelving, and cargo.
- Assists with interlibrary loan tasks such as pull lists, call lists, and expired hold lists.
- Assists with cleaning facilities when necessary during open hours.
- Shares in responsibility for thorough completion of opening and closing procedures.
- Participates in weekly team meetings to increase the quality of public service.
- Participates two hours weekly in independent study to foster professional development.
- Continually works to increase skills in readers' advisory and basic reference services.
- When appropriate, mentors volunteers and assists in training new personnel.
- Performs other duties as requested by the public service team leader or other staff.
- Presents Adams County Public Library, its staff and services, in a positive manner.

**Leadership received:** Public service team leader, team coach, executive director, or designee.

**Leadership expected:** Periodic team meeting role as facilitator, notetaker, or timekeeper.

**Classification:** Paraprofessional, hourly, and nonexempt whether assigned or unassigned.

**Schedule of hours:** Hours vary and requires evening and weekend hours.

**The above statements are intended to describe the general nature and level of work which is to be performed by personnel working under this job description. These statements are not intended to be an exhaustive list of all responsibilities and duties that might be required of persons assigned to this position.**