

## **Clerk - Job Description:**

### **JOB DESCRIPTION**

Position Title: Circulation Clerk

Hours: 15-19 hours weekly

Hourly Rate: \$9.75

### **REQUIREMENTS FOR ALL EMPLOYEES**

1. Ability to work pleasantly and effectively with staff, patrons, director, and others.
2. Ability to work accurately in a changing and varied environment and with frequent interruptions.
3. Ability to communicate clearly.
4. Ability to use various technologies to complete work.
5. Ability to follow library policies and procedures.
6. Ability to work independently and productively.
7. Service Standards, Equity, Diversity, and Inclusion values.
8. Ability to perform daily work through an EDI lens.

### **POSITION SUMMARY**

Under the supervision of the Library Director, this position facilitates superior library service to patrons and the Lewis County community. Duties include performing various circulation functions and handling and resolving patron issues when the Library Director isn't present.

### **REQUIREMENTS FOR THIS POSITION**

1. Operate various standard office equipment and library machines, and handle money transactions.
2. Working knowledge of the Dewey Decimal System and alphabetical systems and the ability to apply those systems to library materials.
3. Demonstrate objective, critical thinking, and decision-making abilities.
4. Work with detail, precision and accuracy.
5. Perform continuous and repetitive work.
6. Ability to deal effectively with all patrons under pleasant and hostile, and confrontational situations

### **EDUCATION REQUIRED**

1. High school education or GED

### **ESSENTIAL FUNCTIONS**

1. Performs various circulation functions:
  - a. check-in/out books and materials
  - b. open and close the library during an assigned shift
  - c. prepare basic circulation reports for daily work
  - d. handle particular tasks related to circulation functions

2. Interacting with patrons:
  - a. concerning the circulation of materials, issuance of library cards, and collecting fines/fees
  - b. direct patron inquiries and interact with outside agencies, including other local libraries.
  - c. answer incoming telephone calls, provide routine information, transfer calls, and take messages.
3. Inspect and redirect materials for cleaning, repair, withdrawal
4. In the absence of the director, handles and resolves patron issues.
5. Sorts, shelves, and shifts materials.
6. Participates in relevant training, continuing education, and professional development.
7. Performs other duties as assigned by the director

**Please email Resumes to :**  
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