

Circulation Clerk

- Classification:** Part-time hourly, non-exempt, at-will employment
- Probationary Period:** Six Months
- Hours:** Approximately 9 to 20 hours per week
- Scheduling:** Includes weekdays and evenings, some weekends required
Work shifts are typically 4 ½ to 8 hours; starting and ending times will vary depending on the library's scheduling requirements

Position Summary

Under the direction of the Library Director, the Circulation Clerk provides customer service at the Circulation Desk Area and ensures that library circulation policies and card eligibility procedures are applied. The Circulation Clerk also performs various clerical and technology functions and other duties as assigned.

Responsibilities

- Provide Customer service at Circulation Desk
- Assist with interlibrary loan duties
- Answer all in-coming telephone calls
- Receive and distribute mail
- Collect funds and input amounts into the cash register
- Register new patrons and issue library cards
- Process library materials
- Perform opening or closing procedures, as scheduled
- Sort and prepare library materials for shelving
- Assist patrons with copy machines, printers and other technology as needed

Other duties as assigned

Qualifications:

- High School Diploma or equivalent
- Ability to handle confidential information in an appropriate and secure manner
- Capability to organize work and perform multiple tasks with minimal supervision
- Effective basic mathematical skills
- Enthusiastic and positive public service orientation
- Ability to work and communicate with staff in a team environment in a professional and courteous manner
- Proficiency with PC applications, including word-processing and spreadsheets, and other software
- Competence with office technology equipment