

## LIBRARY CLERK SHERRILL-KENWOOD FREE LIBRARY

**JOB DESCRIPTION:** The work involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required; on the job training is provided. Work is performed under supervision of the Library Director and Youth Services Coordinator. May supervise aides and volunteers. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Arranges or files materials according to library filing rules;
- Performs routine searches of and updates to computer records;
- Issues library cards according to library procedures;
- Performs routine circulation, reserve and overdue functions;
- Makes and checks routine arithmetic computations;
- Operates office machinery such as photocopiers, fax machines or computers; Answers the telephone and takes messages;
- Calls patrons to deliver messages or information on library materials; Types cards, lists, labels, flyers, or short entries on forms;
- Assists staff in overall library functions and programs.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Excellent customer service and communication skills;
- Familiarity with computers, email, internet, etc. and ability to troubleshoot basic technology issues;
- Ability to learn quickly and perform work accurately;
- Ability to understand and follow oral and written instructions;
- Ability to work with diverse patrons;
- Public library work experience preferred.

### **MINIMUM QUALIFICATIONS:**

- Graduation from high school or possession of a high school equivalency diploma.
- While performing the duties of this job the employee is frequently required to reach, stand, walk, sit, talk, and hear. The employee is occasionally required to kneel, crouch and lift up to 20 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

### **HOURS & COMPENSATION:**

This position will typically work 10-15 hours a week, with regular evening and weekend hours. Starting pay is \$15.00 an hour.

### **TO APPLY:**

Please send a letter of interest and résumé to [bloveland@midyork.org](mailto:bloveland@midyork.org) by Friday, February 10.