

Job Title: Clerk

Department: Circulation Department

Reports to: Manager, Circulation Services

Salary Grade: 2

JOB DESCRIPTION

Summary/Objective

This position provides assistance to patrons in checking library materials in and out, issuing library cards, answers main Library phone, shelves materials and performs clerical, record keeping and other routine tasks as assigned.

Essential Duties and Responsibilities

1. Answers main Library telephone and assists patrons as needed; transfers calls to appropriate department or individual.
2. Processes materials and holds from Osage County Library.
3. Processes materials and holds from book drops from Cole and Osage counties.
4. Staffs circulation desk and performs circulation functions, including checking materials in and out, issuing Library cards, renewing checked out materials, retrieving materials for patrons, and collects fines.
5. Operates cash register and credit card machine for all money transactions.
6. Empties the Library drop boxes at specified times and checks in materials.
7. Assists in shelving materials.
8. Maintains general order and appearance of department.
8. Performs other duties as assigned.
 - a. Assists with counting out register drawer.
 - b. Assists with closing of the Library.
 - c. May work shifts at other service desks.
 - d. Participates in department and library meetings and functions.
 - e. May assist with preparing and updating displays and preparing program materials.

Knowledge, Skills and Abilities

1. Ability to:
 - a. Utilize good organization, communication and customer service skills.
 - b. Communicate clearly and effectively.
 - c. Work cooperatively with public and library staff.
 - d. Adapt to changing and evolving Library procedures, priorities and information technologies.
 - e. Work independently and be self-directed.
2. Must have basic knowledge of operation of computers and able to perform basic computer operations.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, printers, phones, photocopiers, fax machine, cash register, credit card machine, etc.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Frequent bending, lifting, reaching and stooping to select and shelve library materials.
- Standing, sitting, and walking.
- Lifting and carrying, 25 pounds or less.

Position Type/Expected Hours of Work

This is a part-time position. Work hours will be determined by the Circulation Department Manager and are as follows: Monday, Wednesday, and Friday 8:00 a.m. – 1:00 p.m., and every other Saturday 8:00 a.m. – 5:00 p.m. and Sunday 12:00 p.m. – 5:00 p.m.

Education/Experience

- 1. High school diploma or G.E.D. required.
- 2. Previous computer experience required.
- 3. Public service experience helpful.

Additional Eligibility Qualifications

High degree of customer services skills to work with patrons of all ages, including special needs patrons and Library staff.

Other duties

Please note this job description is not designed to cover a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager

Human Resources Officer

Employee signature below constitutes employee’s understanding of the requirements, essential duties and responsibilities of the position.

Employee Name

Date

Employee Signature