

TITLE: LIBRARY CLERK  
REPORTS TO: CIRCULATION SUPERVISOR  
JOB CLASSIFICATION: NON EXEMPT  
LIBRARY: SPRING LAKE DISTRICT LIBRARY

#### NATURE OF WORK

The essential functions of this position are working with computers, handling daily circulation work, working with library materials, handling monetary transactions and reconciling the cash drawer, supervising library pages, assisting the public with finding library materials and providing information regarding library events.

#### EXAMPLES OF WORK

Listed examples are illustrative and representative of the tasks required of these positions but are not intended to be complete or exclusive of this position.

- Works with computerized circulation system to handle daily circulation tasks.
- Uses keyboarding skills to perform circulation tasks.
- Performs materials processing and cataloging functions as needed.
- Inputs library materials into the database as needed.
- Types letters and other documents.
- Provides supervision and scheduling of library pages.
- Handles monetary transactions at the circulation desk.
- Operates cash register.
- Counts money in cash register and reconciles drawer daily.
- Makes bank deposits occasionally.
- Contacts library patrons.
- Performs related duties as required.

#### KNOWLEDGE, SKILLS AND ABILITIES

- Communication skills necessary to deal courteously and cooperatively with the public and co-workers.
- Ability to learn computer skills.
- Ability to adapt to changes in circulation computer programs.

- Ability to learn to operate a cash register.
- Mentally capable of performing all of the duties of the position.
- Ability to work under supervision.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- High School diploma or GED.

#### DESIRABLE KNOWLEDGE AND SKILLS

- Bachelor's Degree from an accredited college or university.
- Work experience in libraries.
- Work experience with the current computerized circulation system used by the library.
- Customer service experience.
- Knowledge of Microsoft Word and Excel.

#### STANDARD PHYSICAL REQUIREMENTS

- Lift manually 30 lbs of weight.
- Operate a computer terminal for a prolonged period of time.
- Work at counters for long periods of time when handling circulation functions and dealing with the public.
- Lift, carry, push, reach, climb, bend and stoop when working with library materials and moving them around.
- See and hear adequately for performing circulation functions and dealing with the public.

#### WORKING ENVIRONMENT

- Climate-controlled building.
- Library setting with work interruptions by patrons and staff.

#### REPORTING RELATIONSHIP

- Reports to the Circulation Supervisor. In the absence of the Circulation Supervisor, reports to the Adult Services Manager.