

JOB DESCRIPTION



Capital Area District Library
www.cadl.org

Position: Library Clerk

Range: T2 (Non-Exempt) (Union)

Reports to: Branch Head or Circulation Head

Supervises: None

Reviewed: 12/07

Revised: 8/04

JOB SUMMARY

Under the supervision of a Library Head or Circulation Head, performs a variety of circulation desk duties. Answers the telephone; types a variety of materials including forms, envelopes, cards, receipts, and other correspondence; receives, screens, sorts, processes, and/or counts library materials, incoming mail, patron registrations, and other applications, permits, and/or forms. Assists in other areas of the library providing support when work loads dictate

DUTIES AND RESPONSIBILITIES

1. Check materials in and out; locates paged items; notifies patrons of arrivals.
2. Searches collection overdue materials.
3. Answers the telephone; answers questions appropriate to skill level; relays messages to appropriate individuals.
4. Adds brief bibliographic records for on-the-fly materials and "no record" materials.
5. Adds item records for materials – including magazines.
6. Performs holds management – including MelCat and hold shelf maintenance.
7. Updates and replaces periodical publications - including daily newspapers and weekly/monthly magazines.
8. Assists patrons with routine location questions referring patrons to other staff members as needed; assists patrons to look up materials on the computer and instructs patrons in the use of the library equipment.
9. Receives, inputs, sorts, processes, and/or counts library materials, incoming mail, patron registrations, and other applications, and/or forms.
10. Operates automated circulation system for check in and out, and inputting patron records.
11. Operates standard library equipment such as audio-visual equipment, copiers, microform machines, cash register and on-line computer system.
12. Assists in the maintenance and mending of library materials.
13. May accept donations and issue tax receipts.
14. Performs various procedures prior to closing the library, turning off lights, checking exit doors, straightening chairs, picking up materials from tables, etc.

15. May supervise the work of library pages.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

JOB REQUIREMENTS

- Possession of a high school diploma or its equivalent.
- This is an entry-level classification; no specific prior experience is required.
- Ability to type 30 words per minute.
- Be physically able to perform the essential functions of the job with or without reasonable accommodation.
- Ability to speak second language preferred.
- Second Language speakers desired (Spanish, Arabic, Vietnamese, Farsi, Hmong/Lao, and Serbo-Croatian).
- Knowledge of office terminology, procedures and equipment; and of business arithmetic and English.
- Ability to operate standard office equipment including personal computers, and copiers.
- Ability to understand and follow oral and written instructions.
- Ability to make decisions in accordance with established policies and procedures.
- Ability to maintain an effective working relationship with co-workers.
- Ability to conduct oneself with tact and courtesy.