

## **Part-time Circulation Clerk**

### **General Description:**

This position involves customer service & clerical work in a library setting. Work includes responsibility for routine circulation, shelf maintenance, basic support services, and services to patrons. Duties include checking books in and out, shelving library materials, answering telephone, and addressing patron needs.

### **Supervised by:**

- Works under immediate supervision of the Director & Circulation Supervisor

### **General Duties:**

- Performs all circulation desk duties using computerized system; check material in/out/renew, reserve materials, collect fines, issue new patron cards/renew cards
- Inspects materials for damage as they are returned or while re-shelving
- Notifies patrons about reserved materials
- Operates a variety of standard office and library machines.
- Answers telephones and provides routine information or refers and transfers calls.
- Takes action to halt disruption of library activities by problem patrons
- Assists in promoting library use, especially using the OPAC and online databases
- Assists in assuring accurate library shelving by shelf-reading and re-shelving materials.
- Performs other duties assigned by Director, and Circulation Supervisor

### **Knowledge, Skills and Abilities**

- Excellent customer service skills and friendly, positive attitude
- Above average skill in using a computer and other office equipment.
- Good ability to understand and follow written and oral instructions.
- Good ability to pay attention to detail.
- Good ability to establish and maintain effective working relationships with superiors, co-workers, and the general public.
- Physically capable of standing for long stretches of time, bending and reaching above head, carrying and moving materials and carts up to 40lbs.
- Ability to multitask
- Ability to proficiently perform above listed duties

### **Qualifications:**

- High school diploma or the equivalent and some experience in using libraries