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**Job Title - Library Clerk**

**General Description**

Work involves responsibility for routine circulation, shelf maintenance and clerical functions using automated circulation system. Duties include checking books in and out, shelving library materials, inputting data, and answering the telephone. This position is also invested with making beginning level library clerical decisions.

**Examples of Duties**

* Checks books, magazines and other library materials in and out at the circulation desk and collects fines using an automated circulation system.
* Replaces books, magazines and other library holdings on shelves according to library call numbers.
* Assists in assuring accurate library shelving by shelf-reading.
* Performs routine library computer functions.
* Operates a variety of standard office and library machines.
* Performs routine book maintenance and processing including pasting date due stickers and attaching spine labels.
* Answers telephones and provides routine information or refers and transfers calls.
* Performs related work as required.
* Assists patrons with basic computer questions
* Assists patrons with using the Copier/Fax machine

**Knowledge, Skills And Abilities**

* Some knowledge of library clerical procedures and practices.
* Basic knowledge of spreadsheets, word processing and publishing software
* Basic knowledge of clerical practices.
* Knowledge of the English language.
* Ability to work with and give basic instructions to patrons using the computers.
* Basic skills in typing and the ability to do data entry using a computer terminal.
* Ability to understand and follow written and oral instructions.
* Ability to pay attention to detail.
* Ability to work independently
* Ability to establish and maintain effective working relationships with superiors, associates and the general public.

**Qualifications**

A high school diploma or the equivalent and some experience in using libraries, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.