

JOB DESCRIPTION

Department:	Adult Services	Hours/Week:	20 – 25, as needed
Job Title:	Library Clerk	Job Category:	Non-Exempt Regular Part-Time
Reports To:	Adult Services Technician	Pay Grade:	A2 - \$8.00 / hr starting wage

JOB SUMMARY:

Performance of library clerk duties in Adult Services. Will serve as library clerk backup for Children's Services.

ESSENTIAL FUNCTIONS:

- Provides friendly customer service to adults and children in both Adult Services and Children's Services.
- Performs basic library clerk duties such as check in/out of library materials, issuing of library cards, updating of patron records, shelving materials, resolving patron issues, and answering the telephone.
- Helps maintain Adult Services by cleaning, shelf reading, tidying, and occasionally shifting books.

NON-ESSENTIAL FUNCTIONS:

- May be assigned projects to assist Adult Services Technician and/or Library Director. Examples: Copy library-related articles from the newspaper, relabel books or shelves, sort and file paperwork.

JOB SPECIFICATIONS

- High School diploma or equivalent.
- Basic computer skills; experience using computers in a work environment.
- Ability to work every other weekend plus Monday, Tuesday, Wednesday, and Thursday evenings until 7 PM.
- Must be able to remain in a stationary position up to 50% of the time.
- Ability to lift 20lbs to a height of 3-4 feet and the ability to push a cart with a 50lb load.
- **This is a customer service position: applicants need to be comfortable working with both children and adults, and able to maintain a friendly attitude.**

DISCLAIMER:

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time;
- This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned; or
- This job description is subject to change at any time.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the Hartford City Public Library may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Printed Name _____ Date: _____

Signature _____