

JOB DESCRIPTION

Department:	Adult Services	Hours/Week:	12 & 17, alternating
Job Title:	Library Clerk	Job Category:	Non-Exempt Part-Time (no benefits)
Reports To:	Jolene Musselman	Pay Grade:	A2 - \$9.18 / hr starting wage

Position open until filled

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 items.

NON-ESSENTIAL FUNCTIONS:

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

JOB SPECIFICATIONS

Requirements

- High School diploma or equivalent (in progress accepted).
- Requires basic knowledge of the Dewey Decimal System.
- Ability to do detail-oriented tasks accurately for multiple hours a day.
- Ability to follow verbal and written instructions.
- Basic computer skills and experience using computers in a work environment.
- Ability to work every other Saturday 9 AM – 2 PM, plus Monday, Tuesday, Wednesday, and Thursday evenings until 7 PM.

(Continued)

- Customer service experience: applicants need to be comfortable working with both children and adults, and able to maintain a friendly attitude in challenging situations.
- Must be able to stand and walk (while carrying items) up to 50% of the time and use step-stool to reach higher shelves.
- Ability to lift 20lbs to a height of 3 - 4 feet and the ability to push a cart with a 40lb load.

Preferred

- Experience using, volunteering in, or working in a library.
- Experience using the Evergreen Indiana catalog to search for items and place holds.

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.
- Applicants are required to take a skills test at the time of the interview.

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 _____