

“To Inform, Enrich & Empower”

Jasper County Public Library

Job Description

Title: Circulation Clerk

Classification: Library Clerk

Branch/Department: Rensselaer Library

FLSA: Non-exempt

Reports to: Headquarters Librarian

General Summary:

Circulation Desk Work and Basic Clerical Tasks

Primary Responsibilities and Duties:

Essential Functions:

- Circulation desk work 98% of time, including constant interaction with patrons to determine needs, answer questions and check materials in and out
- Must adhere to library Internal Control Standards and System

Other Duties:

- Clean library materials as they come in or go out
- Place phone calls for hold items and maintain hold shelf
- Check new patron registrations and file in cabinet
- Put away CDs and DVDs
- Keep copy machines filled with paper
- Assist patrons with basic information and technology questions
- Check book drop and Message list regularly
- Check supplies of patron forms, restock as needed
- Update AV and Internet permission binders
- Book repair and displays
- Perform general clerical tasks such as updating book orders, Bestseller lists, the Newspaper Headlines Spreadsheet, and tagging in LS2
- Special tasks as assigned by supervisor

Knowledge, Skills, and Abilities Required:

Minimum Education:

- High School Diploma or Equivalent

Minimum Experience:

- None

Contact with Others:

- Must demonstrate an ability to perform tasks while remaining attentive to patron needs
- Must interact well with the public and staff

Mental/Analytical Demands:

- Must demonstrate an ability to multi-task
- Must remain calm and composed while dealing with difficult situations or individuals

Certification, Licensure, Registration:

- None

Working Conditions:**Physical Requirements:**

- Must demonstrate ability to move in a timely manner throughout the public services area of the library
- Must be able to perform circulation desk duties up to 8 hours a day
- Performs bending, squatting, kneeling and reaching from floor level to 6 feet in height
- Performs routine lifting of library materials up to 20 pounds

Working Environment:

- Constant public contact
- Highly computerized workplace
- Evening and Saturday work required

Equipment Used:

- General office equipment, such as computers, copiers, fax machine, printers, etc.

General Statement: The above primary job duties and responsibilities describe the level and nature of work performed by employees assigned to this job. The description should not be construed as an exhaustive listing of all job duties and responsibilities performed by this job.

Effective Date: 6/98 **Revised:** 7/17; **Reviewed** 7/24