

Riverside Regional Library

Part-Time Library Clerk

Job Classification: 1

Responsibilities:

Responsibilities include activities associated with the circulation of adult and children's Library materials, both print and nonprint; assisting patrons in obtaining materials; preparing materials for use by the public; and maintaining the collection and its availability to the public. May be assigned to one or more departments in the Library. Under the supervision of the Department Supervisor and the Library Director.

Education/Work Experience:

- High School diploma or GED; additional education or training desirable.
- Experience in Library service or other work/volunteer experience requiring public service desirable.
- Experience and/or training in computer technology.

Special Requirements:

- Ability to work well with the public, dealing with patrons tactfully and courteously.
- Ability to complete tasks; pay attention to accuracy; work with interruptions.
- Ability to maintain confidentiality of patron records and sensitive information.
- Ability to accept direction from and effectively communicate with Department Supervisor.
- Ability to establish and maintain positive and cooperative working relationships with co-workers, Department Supervisor, and Library Director.
- Ability to adapt to changing job conditions.
- Ability to coordinate multiple tasks simultaneously.
- Ability to use a computer and operate Library machines; ability and willingness to learn how to operate new equipment and learn new software programs.
- Availability to work evenings and weekends, as needed.
- Physical dexterity and the physical ability to lift up to 40 pounds, bend, reach, and spend up to 4 consecutive hours standing and walking.
- Ability to communicate fluently in English, both orally and in writing; type; file; calculate; read written material at a minimum of ¼ inch magnification; maintain records.
- Ability to work with minimum supervision.

Specific Duties

- Performs required work at the circulation desks. Checks Library materials in and out.
- Shelves books correctly and in a timely fashion.
- Issues Library cards to patrons.
- Maintains neat appearance of books on the shelves.
- Keeps shelves, workstations, and public access computer areas dusted and clean.
- Answers telephone as needed. Assists Library users by answering questions, locating and obtaining materials.
- Assists patrons on the use of the public access Internet computers and online catalogs.
- Assists in processing new print and AV materials, as needed. Assists in unpacking and checking in shipments of new Library materials, as needed.
- Keeps pamphlet displays replenished with free handouts for patrons.

- Responsible for simple book repairs that involve glue, book covers, and tape.
- Assist with children's, teen, and adult programs when needed.
- Photocopy materials as needed by staff or Library Director.
- Maintains circ, catalog, and public computers (thin clients excepted) on a regular basis (clean screen & keyboard; use compressed air to dust back and inside of tower monthly; run virus scan at least weekly; delete history, cookies, and temporary files weekly; defrag monthly; install updates as needed—Adobe, Java, Microsoft, Windows).
- Performs other duties as assigned.

Approved by the Board of Trustees April 22, 2004; revised 27 May 2010.