

JOB DESCRIPTION

JOB TITLE: Part-time Clerical Employee

LOCATION: Mason Co. M. Beven Eckert Memorial Library

SUPERVISOR: Librarian

SUMMARY OF RESPONSIBILITIES AND GOALS:

The part-time clerical staff's main daily goal is to help the Assistant Librarian in expediting patrons' requests and ensure excellent patron service at the front circulation desk.

EDUCATION/QUALIFICATIONS:

- High school diploma
- One year's clerical or business experience
- Must be computer literate

PHYSICAL STANDARDS:

- Must be able to stand 60% of the time and be able to remain in a stationary position 30% of the time
- Must be able to use hands/fingers to operate a computer and other office productivity machinery, such as a calculator, FAX, copy machine, and computer printer
- Must be able to climb or balance to ascend/descend a rolling library ladder and/or stool to shelve books
- Must be able to stoop, kneel, and crouch 10% of the time to position self to shelve, move, and retrieve books
- Must be able to talk/hear to communicate with the public by phone or in person with patrons who have inquiries about their library accounts.
- Must be able to identify book titles on shelves and in computer
- Must be able to carry and move up to 20 pounds across library

KNOWLEDGE AND SKILLS:

- Regular attendance and timeliness is required
- Must be able to understand, remember, and communicate routine, factual information
- Must be able to organize thoughts and ideas into understandable terminology
- Must be able to organize and prioritize own work schedule
- Must be able to use common sense in performing job
- Must be able to make decisions which have moderate impact on immediate work unit
- Must be able to understand and follow basic instructions and guidelines
- Must be able to complete routine forms, use existing form letters and /or conduct routine oral communication
- Must be able to express or exchange ideas by means of the spoken word, communicating orally with others accurately, loudly, and quickly
- Must be able to count accurately
- Must be able to add, subtract, multiply, divide, and to record, balance, and check results for accuracy
- Must be able to make change

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Part-time clerical staff will aid the Assistant Librarian, who is in charge of the circulation desk. He/she will greet patrons, check in and check out books, collect fines, and if possible answer reference questions. He/she will answer the phone. He/she will facilitate the processing, shelving, and maintenance of books and other materials. He/she is responsible for collecting and recording front desk monies. He/she will help with summer reading programs as required. He/she will search for past-due items and missing items on the overdue lists printed weekly by the Library Director. He/she will locate items that have been shelved without being scanned. He/she will clean discs as needed. He/she will check shelves for proper filing of books using Dewey Decimal System. He/she will ensure that books and DVDs are neatly arranged on shelves as well as dust books and shelves. He/she will shred obsolete papers as needed.

MAIN MARGINAL DUTIES:

The assistant librarian will pick up and sort the mail, repair damaged materials if possible, delete catalog item for books weeded by the librarian, and monitor patron activities and/or computer use. He/she will perform other duties as required within the scope of the department or according to established procedures.