

Nevada Public Library
JOB DESCRIPTION

POSITION: Library Clerk

FLSA CLASSIFICATION: Non-Exempt

JOB SUMMARY:

Under direct supervision of the Library Director, performs duties essential to the daily operation of the Library. An entry level position where incumbent performs duties primarily relating to circulation and organization of materials and patron assistance. Performs related duties as required.

JOB FUNCTIONS:

Examples of Essential Job Functions

1. Creates, schedules, and distributes marketing materials.
2. Maintains engaging displays.
3. Repairs damaged items.
4. Checks materials in and out.
5. Places returned items back in proper place on shelves; periodically inspects shelves to ensure that items are in their proper place.
6. Assists with check in and processing of new magazines and newspapers.
7. Adds and deletes items on the reserve lists.
8. Receives and sorts mail and shipments.
9. Assists patrons with microfilm reader, computer and copier operation.
10. Performs clerical duties such as answering the phone, running fax machine and copier.
11. Assists patrons with reference questions.
12. Oversees student clerks; monitors their performance and reports any significant problems to library director.
13. Opens and closes the library when scheduled.
14. Attends staff meetings and workshops to improve self and library services as required.

Other Job Functions

1. Performs miscellaneous clerical duties as necessary.
2. Processes and covers books when needed.
3. Other duties as apparent or assigned.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Required Physical Activities: Climbing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, repetitive motions

Physical Characteristics of the Job: Medium work requiring the exertion of up to fifty (50) pounds of force occasionally, up to twenty-five (25) pounds of force frequently and up to ten (10) pounds of force constantly to move objects.

Environmental Conditions: The work is performed primarily inside and requires the ability to either sit or stand for extended periods of time. The work exposes the employee to visual strain, unpleasant social situations, significant work pace pressure, and irregular hours.

Visual Requirements: 20/20 near point vision in at least one eye at an 18 inch reading distance.

EQUIPMENT AND MATERIALS USED

Circulation/catalog computer software, network computers, database software, spreadsheet, and word processing software, calculator, microfilm reader/printer, photocopier, FAX machine, telephone, variety of library and commercial software programs including Windows software, Internet.

EMPLOYMENT STANDARDS

Required Knowledge, Skills and Abilities

- Ability to follow written, verbal or diagrammatic instructions utilizing several concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to compose original correspondence; ability to interview, counsel or advise people; ability to evaluate technical data.
- Ability to direct and supervise student staff.
- Ability to file, post and mail materials.
- Ability to interview to obtain basic information such as name, addresses and reference need, etc.
- Ability to guide patrons and provide basic information related to the library.
- Ability to learn the library circulation/catalog programs as well as basic Window functions.
- Knowledge of public library operation including the Dewey Decimal System.
- Knowledge of basic personal and network computer operations.
- Ability to establish and maintain a proper working relationship with superiors, co-workers and the public; enjoy working with the public.

Education, Training and Experience

Education Required: Graduation from high school or GED.

Training Preferred: Must be proficient using common Microsoft Office programs and internet browsers.