

River Oaks Public Library

JOB DESCRIPTION

Job Title: Library Clerk- River Oaks Public Library

Classification Title: Library Clerk

Applications will be accepted until 5:00 p.m. on June 9, 2017

General Responsibilities

Performs public service work or clerical work requiring specific knowledge of library-related functions. Some tasks repetitious, but good judgment is also required. Interprets procedures. Performs other duties as required.

Example of Duties:

1. Provides circulation services to patrons. Such services include, but are not limited to: checking out; checking in; handling fines; claims returned; registrations; answering the phone.
2. Provides patrons with assistance in the selection and location of books and non-print materials. Knows the overall scheme of the Dewey system at least in the "hundreds" level.
3. Communicates essential information with co-workers concerning daily activities and problems.
4. Handles routine schedule of shelf reading of appointed shelf sections.
5. Prepares books and other items for circulation by attaching jackets and labels.

Qualifications

Required Qualifications and Experience:

1. High school graduate or GED required.
2. Bilingual (English & Spanish)

General Knowledge and Ability:

1. Working knowledge of library methods and procedures, or ability to learn.
2. Ability to meet, communicates with, and deals with people effectively..
3. Dependable work and attendance habits.
4. Must present an acceptable appearance.

Specialized Knowledge and Ability:

1. Knowledge of popular reading, listening, viewing and electronic materials.
2. Ability to provide friendly, positive public service.
3. Ability to work well as a member of a team.
4. Interest in and ability to work with computers.

Physical Demands of Position:

1. Sitting, standing, walking, climbing and stooping.
2. Bending/twisting, reaching.
3. Talking and hearing; use of the telephone.
4. Far vision at 20 feet or further; near vision at 20 inches or less.
5. Lifting and carrying: 50 pounds or less.
6. Handling: processing, picking up and shelving books.
7. Fingering: typing, writing, filing, sorting, shelving and processing.
8. Pushing and pulling: objects weighing 60-80 pounds on wheels.