

THE GARNET A. WILSON
PUBLIC LIBRARY OF PIKE COUNTY

JOB DESCRIPTION

Public Services Clerk

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent
- Two to five years library experience desirable
- Valid driver's license, access to reliable transportation, and willingness to travel within the county as needed
- Excellent interpersonal skills

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate with the public
- Ability to operate library computer systems
- Ability and willingness to work evenings and weekends
- Ability to type
- Willingness to work longer than an 8-hour day and at various library locations as needed
- Ability to file alphabetically and numerically (Dewey Decimal Classification)

RESPONSIBILITIES:

- Operate the circulation and catalog functions of the library computer system
- Shelve, clean, and maintain materials
- Assist the public with questions and help locate resources
- Answer the telephone
- Compile bank deposits as required
- Work in circulation, children, and reference departments as assigned
- Assist with programs as needed.
- Assisting with cargo

TYPICAL DUTIES:

- Cover desks as assigned
- Answer the telephone
- Greet the public
- Operate library computer systems
- Circulate library materials to patrons
- Operate library equipment (photocopier, fax machine, computers) to assist patrons.
- Collect fine money & record in receipt book
- Maintain reserved materials
- Assist library users in locating materials
- Maintain shelf order
- Pack and unpack cargo
- Other duties as required

JOB CLASSIFICATION: Grade II.

Starting salary: \$9.50/Hour
28 Hours/Week

SUPERVISED BY: Reference Librarian and Circulation Head

Approved November 14, 2005