

SEQUATCHIE COUNTY PUBLIC LIBRARY

JOB DESCRIPTION: Library Clerk

RESPONSIBLE TO: Library Director

GENERAL PURPOSE:

The library clerk assists in working the circulation desk. This job requires an individual with computer and keyboarding proficiency; knowledge of or ability to learn a computerized circulation system and Dewey Decimal System; ability to operate office/library equipment; ability to deal courteously with associates and patrons; ability to maintain patron confidentiality; and to adhere to Tennessee State Library Law and adhere to and enforce all library and county policies and procedures.

JOB RESPONSIBILITIES:

1. Works primarily at the circulation desk checking library materials in and out, collecting overdue fines, making library cards for new patrons, requesting inter-library loans, processing new materials, repairing damaged materials, and providing assistance to patrons in locating library materials.
2. Orients patrons to library materials and services and helps patrons locate specific materials and information.
3. Uses a variety of computer resources, including word-processing, as well as library automation systems, electronic information resources and internet-based resources to retrieve information, to think creatively, and problem solve.
4. Answers telephone calls, shelves books, operates common office equipment including copy machines, fax machines, printers, and other equipment useful to library functions, like audio-visual equipment.
5. Assists the librarian with all library programs and particularly with planning and implementing programs for young children.

REQUIREMENTS:

- High school diploma required.
- Some library experience preferred
- Working knowledge of basic office procedures

SKILLS AND ABILITIES:

- Advanced computer skills including proficiency with Microsoft Office applications
- Skill in operating all the tools and equipment used in the library.
- Strong customer service skills and an ability to communicate effectively by listening, seeing, speaking, and writing well.
- Works well with young children.

Physical Requirements:

Occasionally means the person does the activity up to 33% of the time

Frequently means the person does the activity 34% to 66% of the time

Continuously means the person does the activity 67% to 100% of the time

Activity		Frequency of Occurrence		
<i>Check Participating Activities</i>	<i>Activity</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Continuously</i>
X	Standing		X	
X	Walking		X	
X	Sitting		X	
X	Balancing	X		
X	Stooping	X		
X	Kneeling	X		
X	Crouching	X		
X	Crawling	X		
X	Bending	X		
X	Twisting	X		
X	Squatting	X		
X	Grasping		X	
X	Performs repetitive movements w/ hands		X	
X	Performs repetitive movements w/feet	X		
X	Reaching /overhead		X	
	Climbing stairs > 5 runs			
	Climbing ladders > 6 ft tall			
X	Pushing: > 150 pounds	X		
X	Pulling: > 150 pounds	X		
	Lifting/carrying			
X	Sedentary – up to 10 lbs		X	
X	Light – 10-20 lbs		X	
X	Medium – 20-50 lbs	X		
	Heavy – 50 -100 lbs			
	Very heavy 100+ lbs			

Physical Environment:

The work characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable persons with disabilities to perform essential functions. The employee performs complex tasks requiring independent knowledge and its application to non-routine situations. The noise level in the work environment is generally quiet. Employees may be exposed to dust, temperature fluctuation, etc.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, and responsibilities that comprise this position.