

West Liberty Public Library 6/13

Library Clerk Job Description

The position involves routine clerical work for the library. The job includes routine circulation, shelf maintenance, and clerical functions using the automated library system.

Duties may include but not inclusive to the following:

1. Checking in and out of Library materials
2. Shelving library materials
3. Inputting of patron data
4. Telephone answering
5. Entry level reference service to patrons

Knowledge, Skills, and Abilities

1. Some knowledge of clerical procedures
2. Knowledge of English written and spoken required, Spanish helpful
3. Computer knowledge
4. Ability to learn technology quickly
5. Ability to follow written and verbal instructions
6. Attention to detail
7. Ability to work with others, staff and general public

Supervision

Under the immediate Senior Staff
Library Director

Evaluation

Library Director

Personnel Status

Part-time, Permanent or temporary

10-15 hours per week in the afternoon and early evening including Sundays.