

HEWITT TEXAS

Job Title: Library Clerk
Department: Library
Location: Hewitt Public Library
Reports to: Library Supervisor
Date: 3/2/2018

Grade: 10	Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Safety Sensitive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Job Summary: Under the general supervision of the Library Supervisor, the Library Clerk assists in one or more assigned areas to include but not limited to circulation, public computers, cataloging, and technical services.

Essential Functions: Perform a wide variety of clerical, customer service-related, technical, and paraprofessional library work. Provide support for an assigned area of the library that may include circulation, technical services, teen and summer programs, adult programs, business programs, or children's services.

Provide customer service by greeting and directing library patrons, answering the desk phone, assisting the public in selecting and locating library materials, assisting patrons with internet usage, making copies for patrons, updating patrons on book statuses, and assisting patrons with public access catalog training.

Perform clerical duties to include operating the circulation desk, charging and discharging library materials in accordance with established library policies and procedures, performing opening and closing procedures, carrying and shelving books, collecting fines and fees, typing call number labels for books, entering new patron information into the computer and issuing library cards, placing bar codes on library cards, placing jacket covers on new books, entering paperback books into the computer, unpacking shipments of new books and checking packing slip, and sending overdue notices.

May be responsible for participating in and/or assisting in the coordination of library-sponsored events, such as Story-time and Family Place Libraries. Perform other related duties as assigned. Regular and consistent attendance for the assigned work hours is

essential. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: Knowledge and keen interest in books and information; ability to plan, develop and organize activities; ability to communicate effectively and courteously, both verbally and in writing; ability to operate moderately complex computer automated library system; knowledge of library circulation duties; knowledge of internet; knowledge of personal computers. Must be able to hear, comprehend, and respond to library patrons both in person and in telephone conversations. Must have visual ability to see computer screens. Requires mental alertness, focus, and attention to details.

Required Education, Experience, and Qualifications: A High School Diploma, GED, or must be enrolled in High School at time of hire. Minimum age requirement is 16 years old. Ability to count money and make change. A valid Texas class C Drivers License.

Preferred Education, Experience, and Qualifications: Ability to use automative library software, microsoft word, excel spreadsheet.

Physical Requirements:

Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary <input type="checkbox"/>	Light <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	Heavy <input type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Requires sitting, standing, stooping, bending, and lifting/moving books and carts up to 40 pounds. Must be able to push loaded book cart weighting approximately 300 pounds on level floor and up ramp.

Machines, Tools, and Equipment: Equipment utilized includes personal computer, copier, calculator, fax machine, cash register, personal digital assistant, other standard equipment, and personal or department vehicles.

Expected Hours of Work: Must be able to work varied schedules that may include evenings and weekends.

Work Conditions/Environmental Factors: The essential functions of this position are performed in an indoor office setting at the library, in a frequently dusty atmosphere with potential exposure to airborne pathogens. Occasional exposure to the outdoors for library programs and activities.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____