



HUDSON AREA JOINT LIBRARY LIBRARY CLERK

Department: Circulation

Pay Range:

Reports to: Associate Librarian, Library Director

FSLA: Non-Exempt

Date Approved: June 8, 2016

This position is responsible for providing high-quality, friendly, and immediate customer service at the circulation desk. This position is a part-time, entry level position under the guidance of the Associate Director and Library Assistants.

ESSENTIAL FUNCTIONS

The following job functions are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs general customer service tasks to provide the best possible patron service.
- Staffs the circulation desk performing all required circulation tasks to ensure accurate recording of circulation transactions;
- Registers new patrons;
- Collects fines and fees, as needed;
- Provides directional assistance to patrons, and refers patrons to appropriate personnel for reference questions and assistance;
- Answers phone, as needed;
- Check material in and out;
- Places reserves;
- Maintains patron confidentiality;

OTHER JOB FUNCTIONS

- Performs other job duties as assigned.

REQUIREMENTS

- Education: High School diploma or equivalent.
- Experience: Previous retail or customer service experience preferred

KNOWLEDGE, ABILITIES, AND SKILLS

- **Knowledge of**
 - Computer systems and technology.
 - Office technology systems and equipment.



- **Ability to**
 - Use library computer system;
 - Maintain a regular work schedule;
 - Follow detailed directions;
 - Effectively present information and respond to patron questions;
 - Maintain confidentiality of patron information;
 - Work independently, organize and prioritize work, respond to changing work demands, and make decisions, as appropriate.
 - Maintain pleasant, courteous demeanor in all situations.
- **Skills in**
 - Interpersonal communication skills;
 - Organization and time management;
 - Problem solving.

PHYSICAL DEMANDS and WORKING CONDITIONS

- While performing the duties of this position the employee may be required to:
 - Sit, stand, walk, climb, stoop, kneel, crawl, talk, and hear;
 - Bend, twist, or reach;
 - Required to balance or climb, on occasion;
 - Push or pull wheeled library carts weighing up to 400 pounds;
 - Lift or carry items weighing 50 pounds or less;
 - Use fingers and hands to handle, feel, or operate objects, tools, or controls, such as computer keyboards.
- Work is performed indoors with a minimum amount of outside work.
- Work schedule may include evening and weekend hours, as necessary.

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



ACCEPTANCE STATEMENT

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without accommodation, of the position of Library Clerk at the Hudson Area Library. If employed, I certify that I can and will perform the essential functions of the position. Administration reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for informational purposes only and does not indicate a written or implied contract of employment.

Acknowledgement of Review

I acknowledge that I have read the information presented above, and I understand the expectations set forth hereto.

Employee Signature

Date

Library Director

Date