JOB DESCRIPTION

Position Title: Adult Services Clerk

Classification: C
Supervisor Title: Adult Services Supervisor
Status: Non-Exempt

# REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to openly and respectfully engage with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to maintain patron privacy and confidentiality of patron records.
4. Ability to communicate clearly.
5. Ability to use various technologies to complete work.
6. Ability to follow library policies and procedures.
7. Ability to understand, practice and demonstrate the library’s Service Standards and Equity, Diversity, and Inclusion values.

# POSITION SUMMARY

Under the supervision of the Adult Services Supervisor, this position facilitates superior library service to patrons by performing a variety of tasks including processing, maintaining, and reshelving the magazines and newspapers collections; filing reference materials, and assisting at the Reference Desk.

Specific responsibilities will be assigned by the supervisor on the basis of experience, skills, and specific needs of the department and number of hours worked.

# REQUIREMENTS FOR THIS POSITION

1. Knowledge, skill, and development in the following areas which are often gained through a secondary degree (e.g.  High School Diploma) or experience:
* **Communication Skills** include conveying, receiving, responding, and expressing
 communication of written and verbal information.
* **Computer Skills** include accessing word processing and spreadsheet
 applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing basic internet searching, and using cloud-based communication tools such as Google Chat and Zoom.
* **Critical Thinking** includes analyzing and evaluating information in order to
 assess an issue and make a decision within the scope of the position.
* **Time Management** includes prioritizing tasks, meeting deadlines, and
 managing time with minimal guidance.
1. Working knowledge of the Dewey Decimal System and alphabetical systems and the ability to apply those systems to library materials.
2. Working knowledge of integrated library systems as well as other library applications relating to Adult Services.
3. Knowledge of general library philosophy, including the Library Bill of Rights and the ability to transform that knowledge into daily practice in the fulfillment of responsibilities.
4. Knowledge of routine library functions and procedures.
5. Ability to work with detail, precision and accuracy.
6. Ability to perform repetitive work for up to an hour.

# ESSENTIAL FUNCTIONS

1. Provides customer service at the Reference Desk including helping patrons make room reservations, registering patrons for library programs and assisting with simple material searches
2. Maintains the magazine and newspaper collections by entering, locating, and retrieving information in the ILS database including data entry, processing, retrieving, and reshelving.
3. Assists library patrons with computer printing, photocopiers, microfilm reader and scanner.
4. Participates in relevant training, continuing education and/or staff development.
5. Performs other duties as assigned.

WORK ENVIRONMENT

Work is normally performed in a typical interior/office work environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers. Noise level may vary from quiet to loud. The employee is required to work evening and weekend hours.

PHYSICAL REQUIREMENTS

1. Constantly operates a computer and other office machinery, such as printers, copiers, and scanners.
2. Constantly communicates with staff and patrons.
3. Constantly discerns items near and far.
4. Frequently positions self to assist patrons at computers.
5. Frequently handles and inspects materials.
6. Frequently retrieves materials from shelves.
7. Frequently moves about building to assist patrons.
8. Frequently transports materials weighing up to 35 lbs. via carts.