

Circulation Clerk

Position Description

Overview: Customer service is at the core of every Library staff member's role. As a front desk clerk, you are the welcoming face of the Library, and responsible for contributing to the Library's daily operations.

Knowledge and abilities:

- Excellent customer service skills
- An eagerness to help patrons with their information and technology needs
- A welcoming and friendly disposition
- Physical ability for shelving, bending, reaching and lifting library materials
- Ability to alphabetize and use Dewey Decimal System
- Reliability
- Attention to detail

Qualifications: Previous experience working in a library setting or customer service role is a plus.

Salary: \$12/hour

Schedule: Varies. Generally includes some evening and weekend hours.

Primary duties:

- Checks items in and out
- Answers questions about library programs and services
- Collects payments for fines and printing
- Empties the book drop
- Shelves Library materials
- Provides basic computer assistance to Library patrons
- Other duties as assigned