

Circulation Clerk

Job Description

The circulation clerk handles all general duties associated with the functional operation of the circulation desk. The clerk reports to and is directed by the librarian and administrative assistant/bookkeeper.

Duties & Responsibilities

The desk clerk performs the following duties and responsibilities according to the standards set by the Library Director.

- Handles routine circulation
- Renews materials
- Issues borrower's cards
- Records patron information in computer
- Makes appropriate referrals to library staff or other agencies as needed
- Collects fines and other charges for patron purchases and fees
- Records transactions
- Tallies cash drawer amounts when opening in the morning
- Assists patrons in locating materials
- Assists patrons with computers when needed
- Shelves books
- Uses copier
- Sends faxes
- Answers telephone
- Keeps library handout supplies replenished
- Notifies patrons of reserved books
- Monitors security monitor system
- Assists in opening or closing procedures for library as needed
- Keeps circulation counter drawers organized
- Dusts and empties trash as needed
- Waters outside plants/landscaping as needed
- Contacts patrons to retrieve overdue books and fines
- Opens or closes library as required following established procedures, which may include general cleanup of restroom
- Cleans the library as directed
- Other duties as assigned
- Processes books so that they can be cataloged
- Processes library patron registration cards

Skills and Abilities

- Knowledge of the alphabet
- Proficient spelling of the English language
- Basic computer skills
- Basic knowledge and use of office machinery
- Good customer service skills in dealing with the public
- Properly understands library policies for explanation to patrons
- Works cooperatively with other employees
- Lifts and carries up to twenty pounds
- Demonstrates the ability to understand and follow oral and/or written instruction

Interpersonal Skills

- Tact and courtesy in dealing with the public and coworkers
- Working knowledge of general office procedure
- Flexibility in work schedule
- Willingness to travel for occasional educational training workshops
- A good sense of humor
- A positive work attitude