



**POSITION:** Library Clerk

**REPORTS TO:** Library Director

**POSITION DESCRIPTION:** This is a class of positions involving the performance of routine and standardized clerical tasks. Although detailed instructions are given for new assignments, and practices are fixed, employees must be able to exercise independent judgment in applying them to specific cases. The clerk may oversee volunteers and or youth workers.

**RESPONSIBILITIES OF THE POSITION:**

- Issues, renews and receives library materials.
- Receives, checks in and sorts returned materials.
- Shelves returned materials.
- Works with volunteers and youth workers.
- Opens, sorts and collates library materials.
- Pastes book plates, pockets and date slips in books.
- Adds marks of ownership to books and other materials.
- Shellacs, reinforces, repairs, cleans, and puts covers on library materials.
- Letters and labels library materials.
- Set up the circulation desk.
- Inspects audio-visual materials.
- Counts and records statistics.
- Receives and records money.
- Issues overdue notices.
- Requests inter-library loans and fills inter-library loan requests.
- Gives directional information to patrons.
- Assists in taking inventories.
- May assist in routine downloading of ebooks to devices; checked devices out via circulation system to patrons and checks devices upon return; places devices in charging carts; refers more complex technology problems to supervisors.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma; OR (b) Two years of clerical experience; OR (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above. Lansing Community Library is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**RELATED SKILLS:**

- Working knowledge of office terminology, procedures and equipment
- Working knowledge of business arithmetic and English
- Ability to understand and follow simple oral and written directions
- Interpersonal and communication skills and ability to work with a diverse population at a busy public services desk
- Ability to write legibly
- Ability to work with automated systems via computers