WASHINGTON COUNTY
Job Description

JOB TITLE: Library Clerk

Exempt (Y/N): No	DEPARTMENT: Washington County Library System
DATE PREPARED: August 2011	SUPERVISOR: Library Director

SUMMARY:
Under the general direction of the Library Director, performs standardized duties requiring skills in typing, filing, and general clerical duties. The incumbent delivers tubs of books to all Municipal and Branch libraries several times weekly.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Answer inquiries of non-professional nature on the telephone and in-person. Refer patrons requiring more information to the appropriate office or staff member.

2. Provide basic assistance to readers in the use of computerized equipment and indices.

3. Operate office and audio-visual equipment.

4. Maintain records and files in an accurate and proficient manner.

5. Perform typing, and compile data for various statistical reports.

6. Perform cataloging functions for library materials.

7. Assist in filling and processing of Interlibrary Loans in an accurate and efficient manner.

8. Handle packing and book delivery as necessary.

9. Perform clean-up work on database including checking information for accuracy.

10. Maintain database in an accurate manner and run daily and weekly lists.

11. Handle calls from rural libraries with questions about Orion database system and other questions as needed.

12. Perform other duties as required or assigned.

13. Maintain regular job attendance.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
High School diploma or GED is required. Two years office experience is required to gain needed office skills. Previous experience working in a Library is preferred. Valid drivers license and good driving record is also required.

OTHER SKILLS and ABILITIES:
Must possess the ability to communicate effectively both orally and written and possess excellent interpersonal skills. The incumbent must possess the ability to type with above average results, have general computer knowledge, possess the ability to interpret library manuals, operate audio-visual equipment, and general knowledge of decimal numbers and their construction. The person in this position must be able to establish and maintain a good working relationship with the public and other employees.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, and talk or hear; use hands to finger, handle or feel objects. Also, the employee must climb ladders, reach with hands and arms, and stoop, kneel, or crouch. Specific vision abilities required by this job include distance and close vision and the ability to adjust focus.

The employee must be able to lift and/or move up to 40 pounds.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works near moving mechanical parts, in outdoor weather conditions and is at risk of electrical shock. Must be able to lift and move book tubs.

The noise level in the typical work environment is usually moderate.