

OSTERHOUT FREE LIBRARY

CIRCULATION CLERK II - CLERICAL I - PART TIME (Overhead Free Library)

Job Description

SCOPE OF THE JOB:

1. This position reports to the Coordinator, Adult Services and Assistant Coordinator, Adult Services.
1. Works cooperatively and communicates effectively with all library staff members and the general public.

ESSENTIAL FUNCTIONS OF JOB:

1. Answers telephone and in/for calls to the appropriate staff member
2. Provides services to patrons at the Circulation Desk.
3. Uses Automated Circulation System to check library materials in and out, and to register borrowers and update patron records.
4. Answers and collects fines, deals with lost items and items that are claimed returned.
5. Shelves books, videos, DVDs, CDs and other items as needed.
6. Helps keep shelves neat and orderly.
7. Checks and directs visitors to the proper procedures for assistance.
8. Prepares and carts branch items into branch boxes for delivery.
9. Assists with other department projects as needed.

OTHER DUTIES OF THE JOB:

1. Attends meetings, training seminars as required.
2. Meets the requirement of 6 Continuing Education credits every two years.
3. Performs other job related duties as required.

WORKING CONDITIONS:

1. Part-time position, approximately 24 hours per week. Some evenings and Saturdays required.
2. The beginning pay rate for this position is \$10.00per hour.

PHYSICAL/MENTAL CONDITIONS:

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods through the workday, with intermittent periods of standing, walking, bending, reaching, and reaching to carry out essential duties of job.
3. Coordinated movements of fingers/hand, and simple movements of feet/legs and torso.
4. Medium work, with occasional lifting/carrying of objects with weights of twenty to forty pounds and pushing carts of 50 pounds or more.
5. Must be able to pay close attention to details and concentrate on work.