



BUTTS COUNTY

Library Clerk
Library

LIB/3

JOB SUMMARY

This position is responsible for assisting County library branch patrons.

MAJOR DUTIES

- Answers the phone, greets patrons and provides customer assistance.
- Assist patrons in retrieving requests resources; checking materials in and out; issues and updates library cards.
- Monitors and assists patrons with computer, copier, and fax usage.
- Collects fees; balances daily monies received.
- Returns materials to shelving and storage units.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of basic library science principles.
- Knowledge of computers and job related software programs.
- Knowledge of modern office equipment.
- Skill in basic mathematical calculations.
- Skill in oral and written communication.
- Skill in interpersonal relations.

SUPERVISORY CONTROLS

The Library Branch Manager assigns work in terms of detailed and specific instructions. The supervisor spot-checks work in progress and upon completion for accuracy, adequacy, and adherence to instructions and established guidelines.

GUIDELINES

Guidelines include County and library policies and procedures and State library guidelines. These guidelines are clear and specific, requiring little interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of directly related customer service duties.
- The purpose of this position is to assist patrons in utilizing library resources. Successful performance contributes to the efficiency and effectiveness of County library operations.

CONTACTS

- Contacts are typically with coworkers and members of the general public.
- Contacts are typically to provide services; or to give or exchange information.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table and intermittently standing or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education, or a combination of education, experience and skills that meet the prerequisites of the position.
- No experience requirements.