

## JOB DESCRIPTION FOR LIBRARY SERVICE CLERK

**DEPARTMENT:** LIBRARY

**DEPARTMENT HEAD:** Library Director

**POSITION:** LIBRARY SERVICE CLERK

### **General Responsibilities:**

#### **Example of duties:**

1. Daily opening procedures.
2. Provide friendly and helpful customer service.
3. Catalogue materials – check packaging slip, locate & enter information in the system, stamp books, and adhere barcodes & pockets.
4. Process new library cards, verify residency
5. Process Texshare cards for River Oaks patrons and Texshare cards from other participating libraries.
6. Discard old or damaged material as necessary. Delete and discard books/magazines in the system.
7. Straighten racks and shelves. Reshelf materials.
8. Empty book drops.
9. Assist with inventory of catalogued materials.
10. Assist with book recommendations.
11. Assist patrons with using OPAC, locating books, and with reserving materials.
12. Assist patrons with the computers and the copier/scanner/printer.
13. Answer incoming calls and send/receive faxes.
14. Relieve clerks at front desk when needed. Check in and checkout materials, collect fines, process payments for fines, copies and faxes.
15. Reconcile cash drawer daily.
16. Do daily reports and calculations
17. Prepare library for closing. Make sure all equipment and lights are turned off and doors are locked.
18. Any other duties as assigned by the director.

### **Qualifications**

1. Must have a high school diploma or equivalency.
2. Must be computer literate.
3. Able to read and write.

### **General Knowledge and Ability:**

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(Employee Initials)

1. Working knowledge of library methods and procedures, or ability to learn.
2. Ability to communicate effectively.
3. Dependable work and attendance habits.
4. Must present an acceptable appearance.
5. Able to operate all equipment pertaining to daily operations of the library.

**Specialized Knowledge and Ability:**

1. Knowledge of popular reading, listening, viewing and electronic materials.
2. Ability to provide friendly, positive public service.
3. Ability to work well as a member of a team.
4. Interest in and ability to work with technology.

**Job Complexity:**

1. Some physical type duties that involve hand lifting and bending down to shelve books.
2. Lifting and moving books, magazines, etc not to exceed 20 pounds at a time.
3. Inside working conditions.
4. Work hours set by Library Director

**Supervision:**

- Answers to Library Director

**APPLICANT VERIFICATION:**

With my signature below, I do hereby verify that I have read and understand the job duties herein provided for and I furthermore verify that I can perform the essential functions of the position I am applying for **without a reasonable accommodation**.

\_\_\_\_\_  
Signature of Applicant or Employee

Date: \_\_\_\_\_

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(Employee Initials)

**APPLICANT VERIFICATION WITH REASONABLE ACCOMMODATIONS:**

With my signature below, I do hereby verify that I have read and understand the job duties herein provided for and I furthermore verify that I can perform the essential functions of the position I am applying for **with a reasonable accommodation** as provided for below:

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\_\_\_\_\_  
Signature of Applicant or Employee

Date: \_\_\_\_\_

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**INTERVIEWER OR SUPERVISOR AFFIDAVIT:**

If applicable, reasonable accommodations can be provided for as stated above:  Yes  No

Provide reason reasonable accommodation cannot be provided:

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\_\_\_\_\_  
Signature)

\_\_\_\_\_  
(Printed Name)

Date: \_\_\_\_\_

**APPROVED BY:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Printed Signature

Date: \_\_\_\_\_

I HAVE READ THIS PAGE

\_\_\_\_\_  
(Employee Initials)