

**Dryden Township Library**  
**Position Description**

Position: Library Clerk

**GENERAL JOB DESCRIPTION:**

Works at the circulation desk under the supervision of the Director. The delivery of quality public service to the patrons of the library is the most important aspect of this job. Ability and availability to work a flexible schedule, including nights and weekends, is required.

**DUTIES:** Include but are not limited to:

- Checking materials in and out on an automated circulation system
- Issuing patron cards using an automated circulation system
- Answering patron questions on the phone or at the desk
- Using office equipment (fax, copiers, computers, phone, etc.)
- Calculating fines, and fees for copies, fax, etc.
- Retrieve specific materials from the shelves for the patrons
- Shelving materials correctly (includes reaching and bending)
- Attends workshops and conferences to fulfill CEU requirements and to further skills and knowledge pertaining to job duties
- Assists with InterLibrary Loan, processing materials, repairs, etc.
- Organizes circulation and overdue notice procedures
- Contact library users with overdue notices and materials on hold
- Maintains confidentiality of library records and patrons' information
- Other related duties as assigned by Director.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

**MINIMUM QUALIFICATIONS FOR THE POSITION:**

**Education:** The job requires knowledge normally acquired through the completion of a high School education. Some college is helpful.

**Experience:** The job requires computer use knowledge and experience.  
Work experience in a library is very helpful.  
Typing, keyboard, or data entry skills required.  
Familiarity with Internet formats and searches is very useful.  
Ability to follow complex directions.  
Ability and desire to work in a team situation and interact with diverse groups of people.  
Excellent listening, oral and written communication, and interpersonal skills.