**CIRCULATION CLERK**

**FUNCTION:**

Is responsible for opening and closing the library at designated hours, for assisting the public in locating library materials, for enforcing library policies and for maintaining records and statistics. Reports directly to the Circulation Supervisor.

**RESPONSIBILITIES:**

* Implements and enforces policies approved by the Library Board
* Utilizes resources in the branch to answer patron requests
* General circulation duties

**DUTIES:**

* Check materials in and out
* Issue library cards after verifying patron information
* Compile daily circulation statistics
* Reserve materials and notify patrons when materials are available
* Shelve and shelf read keeping them orderly and shifting when crowded
* Collect fees and fines for damaged and overdue materials
* Clean and mend materials as necessary
* Schedule meeting rooms
* Attend staff meetings
* Assist public with Internet
* Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with patrons, co-workers and supervisors.
* Other duties as assigned

**MINIMUM ACCEPTABLE QUALIFICATIONS:**

* High school diploma or equivalent
* Accuracy and attention to detail
* Good oral and written communication skills
* Dependability
* Proficient computer skills
* Ability to drive and have access to a vehicle preferred

**PERFORMANCE REQUIREMENTS:**

* Ability to learn routine library procedures
* Ability to file alphabetically and numerically
* Ability to understand and carry out directions
* Tactful when dealing with people of all ages
* Ability to do elementary mathematical calculations
* Ability to write legibly and speak English correctly
* Ability to use a computer and search the Internet
* Physically able to lift and carry boxes of books including bending and reaching