



## **Job Description: Part time Library Clerk**

### Job Summary and Responsibilities:

- Primarily providing excellent customer service to patrons from the circulation desk. Register patrons and issue new library cards, check items in and out, pull books for interlibrary loans, process Lakeland Delivery, overdue, missing and damaged items
- Oversee condition of library materials, repair or clean as needed
- Assist patrons in person and by phone
- Enforce library policies consistently
- Perform other related duties as assigned
- Prepare library materials with coverings for circulation
- Retrieve items from the outdoor drop box
- Collect money, count money to open/close the cash register
- Assist patrons with the copy machine, FAX machine, and computers
- Answer patrons questions as needed
- Return books to shelves
- Maintain library confidentiality regarding patron records

Work with staff and director. No staff supervision responsibility.

### Necessary Skills and abilities:

- High School diploma or equivalent
- Ability to work with computers and learn new software applications
- Ability to deal appropriately with the public and other staff members
- Ability to accurately read written materials, and alphabetize
- Ability to follow written and oral instructions
- Ability to work independently and establish effective priorities
- Ability to perform detailed tasks correctly
- Physical ability to lift up to 40 pounds, ability to push heavy book trucks

10-16 Hours per week. Hours include evenings, and Saturdays (9 am to 1 pm), and every other Friday. Compensation is \$12.50 per hour. Please submit a cover letter, resume, and three professional references along with the Leighton Township Library Job Application to Director Karen McKinnon.

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