

## **Position: Evening Library Clerk**

*Classification: Part-Time Evenings Support Staff*

*Wage: \$12/hour*

### Description:

The Evening Library Clerk is responsible for frontline customer service to patrons in a fast-paced library environment, including reference and circulation activities, while working to complete tasks in the areas of cataloging, processing, repair, shelving, and various duties as assigned, including responsibly closing the library. He or she must be able to work independently while responding positively to team environments, have excellent problem-solving skills, and be willing to work with a diverse service population. Must be able to bend, stoop, and stand on one's feet for multiple hours at a time. This position reports to the Library Director.

### Library Clerk Responsibilities:

- Answer reference question in-person and via email or telephone
- Use the library's ILS (Integrated Library System) to complete check-ins and check-outs along with other circulation activities
- Assist patrons with technology
- Reshelve materials
- Retrieve items from shelves for patrons
- Manage the general library email
- Handle daily monetary tasks
- Ensure library is in presentable condition for morning opening
- Prepare materials for courier
- Close the library nightly
- Staff and assist with events and programs as assigned
- Other duties as assigned

### Education and/or Experience:

- H.S. Diploma or equivalent required
- Technologically proficient
- Customer experience preferred