
Library Clerk Level 2 - Part time

Purpose of the position:

To perform a variety of services to patrons, handling materials and processing passport applications

Reports to: Library Director or designee

Work schedule: 10-14 hours per week. Hours vary Monday to Saturday. Extra hours as assigned.

Essential Duties and Responsibilities:

1. Checks library materials in and out, processes charges, and inputs data into computer
2. Processes and performs routine maintenance on books and other materials
3. Answers telephone calls and provides information or refers patrons as appropriate
4. Assists patrons in the selection of library materials and provides reference guidance
5. Assists in maintaining library collections and facilities
6. Completes routine forms and reports, and assists with administrative and clerical functions
7. Files and retrieves materials alphabetically, numerically, and chronologically
8. Operates computers, calculators, and photocopier
9. Works independently on processing passport applications
10. May exercise limited supervision over volunteers as assigned
11. Attends staff meetings and trainings
12. Performs other duties as assigned

To do this kind of work, you must be able to:

1. Insure compliance of work rules, regulations, practices, policies and procedures
2. Communicate effectively with staff and the public
3. Must be able to follow instructions, policies and procedures; keep accurate records; and be accountable and responsible for own work
4. Must be able to work independently and with co-workers, develop good working relationships with fellow employees, be courteous and show respect to the public, and work in a safe and cooperative manner
5. Possess techniques and judgment required to respond to inquiries, correspondence, and complaints

Physical demands:

1. Required to sit, talk, see, and/or hear
2. Must frequently lift and/or move up to 25 pounds
3. Must have language skills to be able to communicate and read
4. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Qualifications:

1. High school diploma or G.E.D
2. Strong computer skills are necessary
3. Position requires a PA state criminal background check, PA Child Abuse History Clearance, and a FBI fingerprint-based criminal history background check