



Schuylkill Valley Community Library Job Description - Desk Clerk 1

Seeking Availability: Mondays 8:45am-3pm, Tuesdays 8:45am-4pm, & 2 Saturdays a month 8:45am-4pm *year round, some flexibility may be available

- I. General
 - A. The desk clerk is under the supervision of the library director and performs a variety of clerical duties in the library.
 - B. This position is intended to be a part-time position encompassing no more than 32 hours per week. The clerk will average 15 hours per week.

- II. Qualifications
 - A. Must be able to effectively communicate verbally.
 - B. Should have library experience and have knowledge of books and other library materials.
 - C. Should be familiar with PC operations.

- III. The Following Are The Duties And Responsibilities Of The Desk Clerk.
 - A. Open and close the library.
 1. Turn library sign to "Open" or "Close"
 2. Open the front door
 3. Bring drop books inside

 - B. Check in items, check out items, reserve and hold items.
 - C. Greet patrons as they approach the desk.
 1. Ask if they need help, have questions, etc.
 2. Assist as needed.

 - D. Be knowledgeable of library circulation policy, I.L.L. library services, etc.
 - E. Answer the telephone.
 - F. Complete patron application cards, file cards, enter information into the computer.
 - G. Place holds within Berks County ILS.
 - H. Assist patrons with simple reference needs; refer others to the librarian.
 - I. Notify patrons by telephone when reserves become available.
 - J. Operate photocopier for patrons.
 - K. Assist patrons with PAC, PA Electronic Catalog, and public computers.
 - L. Assist librarian in supervising volunteers.
 - M. Type correspondence and reports.
 - N. Print out overdue and hold notices.
 - O. Count fine money and items sold money.
 - P. Must be able to work hours as assigned by the library director.
 - Q. Complete weekly cleaning assignments (ex. Make sure bathrooms are clean and orderly, dust the shelves, sweeping/vacuuming/mopping the floor, taking out trash & recycling)
 - R. Other duties as assigned by the library director.

Employee signature: _____

Date: _____