

## SEQUATCHIE COUNTY PUBLIC LIBRARY

JOB DESCRIPTION: Library Clerk

RESPONSIBLE TO: Library Director

### GENERAL PURPOSE:

The library clerk assists in working the circulation desk. This job requires an individual with computer and keyboarding proficiency; knowledge of or ability to learn a computerized circulation system and Dewey Decimal System. The ability to operate office/library equipment; ability to deal courteously with associates and patrons; ability to maintain patron confidentiality and to adhere to Tennessee State Library Law and adhere to and enforce all library and county policies and procedures.

### JOB RESPONSIBILITIES:

1. Works primary at the circulation desk checking library materials in and out, making library cards for new patrons, requesting inter-library loans, processing new materials, repairing damaged materials, and helping patrons in locating library materials.
2. Orients patrons to library materials and services and helps patrons locate specific materials and information.
3. Uses a variety of computer resources, including word-processing, as well as library automation systems, electronic information resources and internet-based resources to retrieve information.
4. Answers telephone calls, shelves books, operates common office equipment including the copy machine, cash register and other equipment useful to library functions.
5. Assist the Director and Assistant Librarian with all library programs and particularly with planning and implementing programs for tweens/teens.

### REQUIREMENTS:

- High school diploma required
- Some Library experience preferred
- Working knowledge of basic office procedures

### SKILLS AND ABILITIES:

- Advanced computer skills including proficiency with Microsoft Office
- Skill in operating all the tools and equipment used in the library.
- Strong customer service skills and an ability to communicate effectively by listening, watching, speaking and writing well.
- Works with the all patrons, including children