



## CIRCULATION CLERK

DEPARTMENT	FLSA STATUS
Library	Non-Exempt
<b>JOB SUMMARY:</b> Performs customer service duties at the circulation desk. Checks materials out to patrons. Checks materials in. Assists patrons with locating materials in the library. Shelves library materials.	

<b>REPORTS TO:</b>
Library Director

<b>SUPERVISES:</b>
None.

<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample of duties. Position assignments may vary.)		<b>Frequency</b>
1.	Provides assistance to patrons in person, or via email or telephone by locating materials; answering questions; checking materials in and out; placing and canceling holds as requested; and contacting patrons to return items.	40%
2.	Shelves, re-shelves, and catalogs library materials in accordance with applicable cataloging and shelving procedures.	20%
3.	Utilizes applicable office equipment and systems to scan, copy, and email materials; scan books into library systems; perform data entry; and generate reports.	20%
4.	Prepares, prints, and posts daily room schedules, and maintains files and records.	10%
5.	Follows closing procedures by making closing announcements and inspecting facility areas to ensure the facility is empty.	10%
6.	Performs other duties of a similar nature and level as assigned.	n/a

<b>TRAINING AND EXPERIENCE:</b>
High school diploma or GED; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

<b>LICENSING/CERTIFICATION REQUIREMENTS:</b>
<ul style="list-style-type: none"><li>None.</li></ul>

<b>ADDITIONAL CITY REQUIREMENTS:</b>
<ul style="list-style-type: none"><li>A pre-employment physical examination is required.</li><li>A pre-employment drug test is required.</li><li>Background Check</li></ul>



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**KNOWLEDGE AND SKILLS:** The individual must possess the following knowledge and skills or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

**KNOWLEDGE:**

- Customer service principles.
- Library practices and procedures.
- Maintaining files and records.
- Applicable office equipment.
- Applicable computers and software.
- Applicable local, state, and federal laws, rules, and regulations.

**SKILLS:**

- Providing customer service assistance.
- Maintaining files and records.
- Operating office equipment.
- Scanning materials.
- Operating computers and software.
- Applying laws, rules, and regulations.
- Applying communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, and the general public, sufficient to exchange or convey information and to give and receive work direction.

**ADA AND OTHER REQUIREMENTS:**

Positions in this class typically require: climbing, balancing, stooping, reaching, standing, walking, fingering, grasping, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Working Conditions: Incumbents typically work in an indoor, office environment or facility.

**CLASS HISTORY INFORMATION:**

Prepared by: Gallagher Benefit Services, Inc.  
Date: 11/13/2020

Updated by:  
Date:



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### **ACKNOWLEDGEMENTS:**

This job description is intended to represent only the key areas of responsibilities; specific position assignments may vary depending on the business needs of the department.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities within current guidelines as established by law. Prospective employee and incumbents are encouraged to discuss possible accommodations with the City.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. The City reserves the right to change or reassign job duties or combine positions at any time.

I have read the job description and acknowledge the requirements of the job as listed above.

**Employee Signature:**

**Date:**