

Warner Library Job Description

Title Library Clerk
Hours 10 - 16 Hours per week

Percent of Duties Library Clerk Job Responsibilities

85% Circulation Desk – General Work

Check in/out materials for patrons using Evergreen
Answers and directs phone calls to appropriate staff
Processes fine payments and payments for lost items
Maintains hold shelf
Contacts patrons regarding loans (missing item, hold ready to be picked up ect)
Assists other staff with opening/closing library procedures
Acts as a welcoming reception for all patrons and visitors
Handles initial investigation of issues with patron accounts including disputed fines and account renewals

15% Assist Senior Clerk as assigned

Assist with basic cataloging and inventory processes
Assist with library programming as asked
Assist with general collection maintenance as assigned
Notify Senior Clerk of any issues or problems that present themselves while Senior Clerk is not present
Help to tidy areas of circulation desk or reading rooms
Work to maintain an appropriate library atmosphere in the building by notifying patrons of the Code of Conduct Policy as needed

This position is part time and requires evening and weekend hours. Computer literacy is required. Any questions about the position can be submitted via email at director@warnerlibrary.org

Compensation: Hourly pay ranges from \$16.50 depending on experience

To Apply: Submit a resume to the library director at warnerdirector@director.org