

JOB DESCRIPTION

Substitute Clerk - Marcellus Free Library

The work involves the performance of various routine library clerical duties using an automated circulation system as assigned in the operation of the library. Work involves data entry and retrieval from a specialized library system database, requiring skill and accuracy in the use of automated equipment. The work requires public contact and excellent customer service skills. Does related work as required.

Immediate Supervisor: Director

Job Category: Temporary; Nights and weekends required

Pay Category: Hourly

Essential Job Functions

- Charges books, magazines and other library holdings in and out at the circulation desk and collects fines using an automated circulation system.
- Replaces books, magazines and other library holdings on shelves according to numbering sequences.
- Discharges incoming library materials using an automated circulation system and inspects them for damages.
- Performs routine library computer functions.
- Offers basic technology assistance to patrons.
- Operates a variety of standard office and library machines.
- Answers telephones and provides routine information or refers and transfers calls.
- Assists in assuring accurate library shelving by shelf-reading and reshelving of materials, as needed.
- Other duties as assigned.

Required Qualifications

- High School Diploma or equivalent
- At least 1 year of customer service experience
- Familiarity with computers, email, Internet, etc.
- Ability to troubleshoot basic technology issues

Preferred Qualifications

- At least 1 year of library experience
- Experience with Polaris
- Some secondary education

Physical Qualifications

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

- Must be able to walk, sit, stoop, reach, stand, talk, listen, and use equipment such as a computer, telephone, fax machine, and photocopier.
- Extended periods of repetitive hand work, sitting and using computers, standing, and walking may be required.
- Ability to push or pull up to 100 pounds with mechanical assistance and to lift up to 25 pounds.