

The **Part-time Clerk I** is responsible for assisting in the Library's efforts to provide quality service and services to its patrons. The Part-time Clerk I primarily provides reference and circulation desk duties.

Knowledge, Skills, and Abilities:

- Considerable knowledge of the use of computers and the Internet, including word processing, spreadsheet, and other clerical programs/applications.
- Keen attention to detail (THIS JOB REQUIRES DATA PROCESSING)
- Extensive knowledge of online searching and databases
- Ability to use a microfilm reader
- Knowledge of the Dewey Decimal system
- Extensive familiarity with library circulation computer equipment
- Pleasant telephone manner
- Knowledge of and interest in books and literature
- Knowledge of basic reference resources
- Ability to establish and maintain effective working relationships with co-workers, officials of other agencies and the general public.
- Ability to record, convey and present information, explain procedures and follow instructions
- Knowledge of genealogical and local history resources
- Knowledge of current trends in fiction and non-fiction

Education, Licensure, Certification required for entry into position:

This position requires a high school degree or GED equivalent.

One year of college-level instruction and one year of experience in a library or book-trade setting is preferred for this position.

Schedule: Part-Time, Monday-Friday, some weekend shifts required

Work Environment:

Inside work in a climate controlled environment, exposure to dust and mold, exposure to noise, exposure to ink on printed page, exposure to chemicals, exposure to disease, barrier-free building; possible need to visit limited access building in community or for meetings.

Physical Requirements:

Standing, bending, sitting, light/moderate lifting (up to 50 pounds), reaching, walking, climbing, pushing/pulling, repetitive motion. Note: The physical requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with a disability to perform the essential functions.