

Wharton County Library

JOB TITLE	PART TIME CLERK	JOB CLASSIFICATION	NON EXEMPT
DEPARTMENT	LIBRARY	COMPENSATION	
SUPERVISOR	LIBRARY DIRECTOR	HOURS	Up to 8 hours a Week

JOB SUMMARY

Part-time position performs repetitive duties and responsibilities which may include, but are not limited to, any combination of the following tasks:
shelving materials in either alphabetical or numerical order;
processing the periodical collection (i.e., checking in, displaying, and stamping all newspapers and periodicals, and weeding back issues);
performing basic circulation functions such as checking in and securing library materials;

ESSENTIAL DUTIES AND RESPONSIBILITIES

Shelves all library materials (e.g. books, magazines, audio-visual materials) located on book trucks;
Shelves processed magazines and newspapers by placing them on their right place;
Brings books and other library materials to the circulation desk to be checked and placing them on book trucks to be shelved;
Assists patrons in directional questions (location of materials, copy machine and computer assistance).
Assists Acquisition Librarian with minor tasks as asked (including covering books).
Refers reference questions to the reference librarian on duty;
Responsible for monitoring and maintaining neatness of library materials, shelves, and public areas.
Responsible for monitoring condition of carts, book drop bins, and storage bins to ensure equipment is functioning properly and notifies supervisor of problems.
Responsible for any duties as directed by the Library Director.

NOTE The duties listed above are intended only as illustrations of types of work that are required. The omission of specific statements of duties does not exclude them from the position.

MINIMUM JOB REQUIREMENTS

Responsible to learn certain basic circulation transactions in order to back up the circulation desk during assigned hours;
Must enjoy helping people;
Must work with accuracy;
Must be flexible, particularly concerning schedule;
Must be available some of the evenings (from 6:00pm-8:00p.m.) and every other Saturday (from 9:00a.m. -3:00p.m.).
Previous work experience involving alphabetical filing.
Previous work experience using the Dewey Decimal System is desirable.

Education & Certifications Must have a High School Diploma with good academic background; *Preferred* but *not* required to have any library experience.

Skills & Knowledge Must have basic computer skills;
Knowledge of Alphabet, spelling and Dewey Decimal System;
Ability to sort, file, and shelve materials according to alphabetic and numeric codes;
Ability to exercise tact, patience, and courtesy when dealing with patrons;
Ability to follow verbal and written instructions, and perform tasks exercise tact, patience, and courtesy when dealing with patron;
Ability to establish and maintain effective working relationships with coworkers.

Physical Demands Stand and bend for extended periods of time.

EQUAL OPPORTUNITY EMPLOYER
MUST BE ABLE TO PASS BACKGROUND, PHYSICAL AND DRUG SCREEN