

Perry County Public Library

2328 Tell Street

Tell City, IN 47586

(812) 547-2661

library@tcpclibrary.org

LIBRARY CLERK II

Requirements: High school diploma

Clerk II Position Summary: The clerk II position is the friendly face of the library. Clerk II work the circulation desk, help patrons locate materials, contact supervisors when assistance is needed, make sure that library materials are readily accessible, and provide help to patrons in the computer lab, with copies, scans, prints, and faxes.

Reports to Assistant Director

Job Description:

- Public Service at circulation desk includes answering questions, circulating materials, answering the phone, welcoming patrons to the library
- Word of mouth marketing library programs, services, and resources
- Shelving materials quickly and according to our guidelines
- Preparing materials for circulation
- Must be able to assist people with finding materials, copying, computers, and other tasks
- Serve as substitute as needed for other locations
- Serve as substitute on bookmobile, as needed
- Schedule can change on limited notice
- Must be able to work evenings
- Must be able to work every other Saturday

Other duties as assigned

Knowledge and abilities:

- Ability to be friendly, courteous, kind, and work well with people of all ages and backgrounds
- Ability to work harmoniously and effectively with others
- Ability to use computer equipment and software
- Ability and willingness to learn to use the library's automation system (library's online catalog and software)
- Ability and willingness to become familiar with library services, programs, collections, and procedures
- Ability to communicate effectively verbally and in writing
- Ability to work flexible schedule including evenings and weekends as assigned
- Ability to sit or stand for prolonged periods (an hour or longer)
- Employee must be familiar with, or able to learn to use, the following equipment in order to perform job functions:
 - Library Automation System, personal computers, scanner, etc.
 - Internet
 - Photocopier
 - Fax Machine
 - Inter Library Loan software

Physical requirements:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; smell. Employee may climb ladders and stools. The employee is occasionally required to stand; walk; sit; climb; balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds unassisted. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus. The employee must be able to perceive, initiate, or respond to fire alarms, warning sirens, and telephone system all-call messages in a calm, rational manner, making sure that the other employees and patrons are safe and out of the building.

Work Environment:

Noise level is usually moderate.

Bookmobile is a confined area.

While performing the duties of this job (bookmobile), the employee may work in locations where access to restrooms is not readily available.