

CLEAR CREEK COUNTY LIBRARY DISTRICT
CLASSIFIED JOB DESCRIPTION

JOB TITLE: Substitute Library Clerk
REPORTS TO: Branch Librarian

JOB FAMILY: OTC
DATE APPROVED: 9/13/90
DATE REVISED: February 2016

JOB SUMMARY:

Under the limited supervision of the Branch Librarian, this position is responsible for assisting the regular staff in performing librarian duties and basic clerical duties associated with a library on an "on-call" basis. Responsibilities include, but are not limited to working at the circulation desk and assisting patrons. Performs other duties as required.

PRINCIPAL JOB DUTIES:

- Assist patrons in locating, selecting and in research of materials, both in print and on-line. Refer patrons to additional resources as necessary. Assist patrons in the use of computers, equipment, and the Public Access Catalog.
- Handle the duties of the circulation desk such as, but not limited to checking out and renewing materials, checking in returned materials and collecting fines if necessary, issuing and/or renewing library cards, and maintaining attendance records.
- Return materials to shelves accurately and in a timely manner, and ensure that shelves are maintained in an orderly and organized manner.
- Assist with book accessioning by applying book covers, stamps, and date due slips.
- Maintain library displays.

MINIMUM JOB REQUIREMENTS:

REQUIRED EXPERIENCE:

Requires a level of knowledge and ability to handle all routine tasks and problems in the full range of job duties, with limited assistance. Such a level is generally acquired by up to one (1) year of experience in a library environment. Experience must provide basic knowledge of library organization and procedures, and a general knowledge of the Dewey Decimal System.

REQUIRED EDUCATION:

High School Diploma or equivalent.

REQUIRED SKILLS:

Must have basic typing skills and be able to read and write English at the high school level.

PHYSICAL REQUIREMENTS:

Must be able to perform the following physical activities: standing for long periods of time, walking, sitting, lifting, carrying, pushing, and pulling. Must be able to lift up to 30 pounds. Hearing voice conversations is essential for a safe and effective job performance. Clear vision at 20 inches or less and up to 20 feet or more.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Work is primarily performed in an office environment. Work may include walking, standing, bending, lifting, and keyboarding. Hearing voice conversation is essential to safe and effective job performance. Clear Creek County provides reasonable job-related accommodations for disabled persons.

DIMENSIONS:

SUPERVISORY: None