

## **DIXIE REGIONAL LIBRARY SYSTEM**

### **JOB DESCRIPTION FOR: LIBRARY CLERK**

**LOCATION:** Pontotoc County Library  
111 North Main Street  
Pontotoc, MS 38863

**HOURS:** 4 hours per week;  
Saturdays and Occasional weekday Substitute

**REPORTS TO:** Branch Manager

### **POSITION SUMMARY:**

The Library Clerk performs tasks which contribute to the library's mission of public service, including routine circulation duties and assisting patrons. Congeniality is required; an important aspect of this position is that of greeting the public.

### **QUALIFICATIONS:**

1. High school diploma or equivalent
2. Thorough understanding of and ability to use the English language

### **JOB-RELATED SKILLS AND KNOWLEDGE REQUIRED:**

- Be willing to learn
- Have the ability to receive and follow directions
- Have excellent interpersonal skills
- Must be able to work well with others
- Possess some knowledge and experience in operation of computers
- Have the ability to count library fines and calculate photocopier charges and give correct change and record accordingly
- Have the capability of always appearing cheerful, pleasant, and eager to help others in the use of the library
- Physical ability to move around the library often in performance of duties
- Physical agility and strength to bend, reach, lift and carry 25 lbs. up to 20% of time
- Physical ability to climb stools and ladders and push loaded book trucks.

### **Examples of Duties**

- Shelve books, periodicals, and other library materials according to call number and / or alphabetical order
- Read and straighten shelves
- Assist in checking library material in and out
- Assist patrons on computers
- Assist in performing processing duties
- Keep up with hours by using time clock
- Perform routine housekeeping duties in and out of the library
- Become familiar with the library collection in order to assist patrons in locating material
- Answer telephone and make calls to patrons waiting for materials
- Operate photocopy machine, fax machine, and circulation system

### **DISCLAIMER**

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities to do the job. Rather they are intended only to describe the general nature of the job.