

Library Branch Clerk - Premont_ f v ■

Primary Purpose:

Under the direction of the director of libraries performs professional library work requiring specialized skills and knowledge of library operations.

Qualifications:

Education/Certification:

Associate Degree or higher (will substitute experience for degree)

Valid Texas Driver License with acceptable driving record

Special Knowledge/Skills:

Ability to perform record keeping tasks.

Must be responsible, reliable and prompt.

Must establish and maintain an effective working relationship with co-workers and the public.

Strong communication and interpersonal skills

Knowledge of library cataloging procedures

Major Responsibilities and Duties:

1. Checks materials in and out
2. Records and collects fines and other fees
3. Accountable for all monies received while on shift
4. Responsible for reconciling cash register and preparing monthly reports
5. Answers telephones and provides patrons with library guidance and services
6. Responsible for keeping the library areas in a safe and clean condition
7. Prepares and mails overdue notices
8. Prepares inter-library loan requests
9. Performs other clerical related duties and fulfills responsibilities as assigned

Supervisory Responsibilities:

None.

Working Conditions:

Tools/Equipment Used: Cash register, calculator, computer, deposit bags, book carts, telephone.

Posture: walking, climbing (step-ladder), standing, balancing, kneeling, stooping, bending, crawling, stretching and reaching.

Motion: Frequent sitting to standing, frequent wrist and elbow flexion, fingertip gripping, pushing & pulling book carts up to 100 pounds.

Lifting: Frequent light to moderate lifting; occasional heavy lifting (under 100 lbs)

Environment: Indoor environment, artificial lighting, dry air, dust allergens.

Mental Demands: Maintain emotional control under pressure; work with frequent interruption; ability to assist and understand the needs of patrons; ability to assess workload and properly prioritize duties; ability to be cognizant of your surroundings while concentrating on your duties at your work station.

Miscellaneous Information

Hours are 1:30pm to 5:30pm Monday through Friday