



**JOB DESCRIPTION**  
**ANDERSON PUBLIC LIBRARY**

<b>Job Title:</b>	Circulation Clerk
<b>Department:</b>	Circulation Services
<b>FLSA Status:</b>	Non-Exempt
<b>Employment Status:</b>	Part time
<b>Pay Grade:</b>	318
<b>Supervisor's Title:</b>	Circulation Services Manager
<b>Last Revision:</b>	August 2022

**Job Summary:** The Circulation Clerk checks library materials in and out, issues library cards, updates customer records, handles fee transactions, and shelves library materials.

**Essential Job Duties:**

1. Uses the integrated library system [ILS] to check in/out library materials to customers, process borrower cards, maintain borrower records, and determine the status of materials.
2. Resolves problems with fees, library cards, and lost and overdue materials, and other customer service issues.
3. Accepts cash and credit payments for customer fees and records payments. Shares responsibility of counting money in cash register and balancing at closing time.
4. Assists customers in the use of self-checkout equipment.
5. Assists in maintaining department equipment and supplies.
6. Organizes returned materials on carts for shelving in adult, teen, childrens, and audiovisual collections, shelves, changes the status of items, performs assigned shelf reading, and reorganizes stacks as needed.
7. Maintains neat order and appearance in collection areas.
8. Assists in keeping safe, orderly, and neat environments in public service and staff areas.
9. Promotes library programs and services during customer interactions, providing positive image of library. Assists in creating displays of materials to appeal to customers.
10. Displays newer, eye-catching items to attract customers' attention.
11. Assists with pulling request materials.
12. Assists with study room reservations.
13. Complies with Anderson Public Library's policies, procedures, rules, guidelines, requirements, standards, principles, and practices applicable to the job, including [but not limited to] work scheduling and attendance, customer service, use of Library property and equipment, personal and professional conduct, and confidentiality.
14. Performs other duties as assigned.

**Job Education and Experience:**

- Education: High school diploma or equivalent is required.
- Certifications or licensure: None.
- Years of relevant experience: 0 to 2 years is preferred.
- Years of experience supervising: None.
- A valid driver's license, automobile insurance, and reliable personal transportation is required.

#### **Job Knowledge, Skills, and Abilities:**

1. Ability to work with and maintain confidential information.
2. Ability to arrange materials in proper order.
3. Skill in customer service.

#### **Work Environment:**

Typically performs work sitting in an office that requires frequent walking, light lifting, carrying, bending, grasping, pushing, and other limited physical activities. Requires frequent sustained physical operation of computer, office, and printing equipment, with frequent in-person and phone contacts with customers and library staff.

#### **Physical Demands:**

Specific vision requirements necessary for this job include close vision and ability to adjust focus.

While performing duties of this job, the employee is regularly required to:

- Occasionally [less than 1/3 of work time] sit and use hands to finger, handle, or feel; and talk or hear.
- Frequently [1/3 to 2/3 of work time] reach with hands and arms.
- Frequently [over 2/3 of work time], the employee must: stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.
- Frequently [1/3 to 2/3 of work time] exert up to 10 pounds of force to lift or move objects and must occasionally [less than 1/3 of work time] exert up to 50 pounds of force to lift or move objects.

#### **Equipment Used:**

Equipment used includes computers, email/calendar software, internet/intranet browsers, word processing, spreadsheets, database software, and various other software, hardware, and job-specific technology and equipment.

*The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Core Values:**

Good Stewardship	Open Access	Community Focus	Collaboration	Purpose Driven
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#### **Acknowledgment:**

*I certify that I have read and understand the job description for my position. I understand the job description does not constitute an employment agreement and is subject to change at any time by the employer.*

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Employee Signature:

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Date:

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Manager Signature:

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Date: