

WATERTOWN FREE PUBLIC LIBRARY
LIBRARY CLERICAL, PUBLIC SERVICES (LC1-LC2)

Works under the supervision of the Department Head, Assistant Director, or the Library Clerical Supervisor, Public Services. May be assigned duties in the Technical Services Department.

DUTIES AND RESPONSIBILITIES

Performs a variety of clerical duties, including but not limited to:
Charging, discharging, reserving and sorting of library materials including duties associated with branch, regional, and network transfers.
Keeping records and statistics as directed.
Shelving of library materials, maintenance of the order and appearance of all materials and bulletin boards in the service area as directed.
Issuing borrowers cards and keeping records of borrowers.
Collecting overdue fines and fees and maintaining records relating to these monies.
Giving change for copiers and adding paper and supplies as necessary.
Performing required searches for overdue materials and sending out overdue notices and bills for missing materials.
Answering questions of a directional nature and referring reference questions to the appropriate department.
Answering the telephone and routing calls appropriately throughout the system.
Keeping the supervisor informed of the need for supplies and inventory.

Other duties as directed or required by the supervisor.

QUALIFICATIONS

High School diploma or GED
Detail-oriented and good organizational skills
Ability to work with library staff and the general public in a courteous and tactful manner
Interest in and ability to learn computer skills

PHYSICAL REQUIREMENTS

Light physical effort required in carrying and shelving books, and in performing other typical library functions.
Frequent standing, walking, bending, kneeling, reaching and climbing.
Ability to operate a keyboard at an efficient speed.
Frequently required to sit and talk or hear.
Must occasionally lift and/or move materials weighing up to 30 pounds.
Vision and hearing at or correctable to "normal ranges".

APPROVED 8/14/97