

CHILDREN'S DESK CLERK

Pay Grade	based on experience
Hours:	1040 hours a year (roughly 20 hours a week) (scheduling may include Saturdays and evenings)
Department:	Children's Department
Job Mission:	Provide direct circulation and reference support
Job Requirements:	<ol style="list-style-type: none">1. Be at least eighteen years of age and be a high school graduate2. Ability to physically move stacks of reading and/or audio-visual materials3. Ability to deal with children from toddlers through high school age as well as dealing with parents and guardians4. Ability to provide a positive and friendly image to patrons5. Ability to perform routine and assigned duties while under either direct or indirect supervision6. Experience in working with computers and with general children's reading and audio-visual materials7. Ability to work with other staff members and the public in a structured environment
Job Description:	<ol style="list-style-type: none">1. Perform general circulation activities to include checking materials in and out, processing card registrations, handling overdue fines, and assisting with general patron circulation questions using the library's automated system2. Respond to or transfer to the appropriate individual general patron telephone requests3. Assist in providing answers for directional and reference questions4. Provide general clerical assistance5. Assist with the planning and implementation of various programs5. Assist with departmental programming as assigned6. Attend appropriate departmental and library meetings as directed7. Perform other departmental and library duties as assigned

Revised 11/2021