THOMPSON HOME PUBLIC LIBRARY

LIBRARY CLERK JOB DESCRIPTION

Duties:

1. Open and close library
   1. Unlock and setup cash drawer
   2. Check telephone messages
   3. Empty book drop and check in materials
   4. Call patrons about reserved materials
   5. Power up computers and copy machine in the morning. Turn off computers at closing
   6. Record daily statistics on computer when closing, lock doors, and lock up money
2. Answer general inquiries concerning library operations, materials, services and programs
3. Field general reference questions or refer more specific ones to the Library Director
4. Provide circulation services:
   1. Register new patrons
   2. Update patron records
   3. Check materials in and out
   4. Handle patron requests for interloan or purchase
   5. Collect fines or fees and balance cash drawer
   6. Fax/scan documents for patrons
   7. Assist patrons with basic computer needs and questions
   8. Reshelf materials, straighten shelves to maintain proper order
   9. Process new materials (cover books, repair books, etc.)
5. Other duties as assigned by the Library Director

Qualifications:

Education: High School diploma or equivalent

Good computer, keyboarding, and organizational skills

Ability to interact successfully with the public