

# Position Description: Library Junior Clerk

Immediate Supervisor: Library Associate--Any  
Hours per Week: up to 15

Classification: Hourly  
Revision Date: September 2022

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of employer and requirements of the job change.

- I. **GENERAL PURPOSE:** Under the direct supervision of the library assistants and general supervision of Library Director, the library junior clerk position provides on-the-job learning experience to a local teen, ages 14 to 18. The student should be enrolled in grades 9 through 12 at the Augusta Area School District, or equivalent. This position ends the summer after student graduates, or equivalent. They will be expected to perform a variety of organizational, cleaning, and customer service tasks.
- II. **SUPERVISION EXERCISED:** This position does not have supervisory duties.
- III. **ESSENTIAL DUTIES AND RESPONSIBILITIES:** The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
  - a. Arranges returned materials on book trucks and reshelves them in proper order.
  - b. Shelf-reads and straightens materials on the shelves or in the collection while shelving and in other assigned areas.
  - c. Recommends materials in need of weeding, particularly due to age or worn appearance.
  - d. Empties bookdrop and takes returned items to the proper place for check-in.
  - e. Participates in the preparation of periodicals for circulation and maintenance of the periodicals collection.
  - f. Participates in fulfilling paging slips, preparing items for courier delivery, processing of courier-delivered materials, and maintaining the holds shelf.
  - g. Assists with library programs and displays.
  - h. Processes materials for circulation including basic repairs on library materials.
  - i. Participates in regular circulation desk rotation, which includes: charging and discharging materials; receiving and recording fines; interviewing applicants for library cards and verifying identification; answering phones; and assisting patrons with computers, online catalog and copy machines.
  - j. Performs various housekeeping tasks including: dusting shelves, straightening library appearance, watering plants, vacuuming, cleaning restrooms and other duties as assigned.
  - k. Assists with directional or community inquiries.
  - l. Attends training when directed.
  - m. Performs other related work.
- IV. **Desired Minimum Qualifications:**
  - a. **Education:**
    - i. Equivalent to freshman in high school. (Eligible for a Child Labor Permit—if necessary)
  - b. **Experience:**
    - i. One year of experience working directly with the public is preferred.
    - ii. No previous library experience required.
  - c. **Necessary Knowledge, Skills and Abilities**
    - i. **Working knowledge of:**
      1. Computer applications, including Microsoft Office and email.
    - ii. **Skill in proper and safe operation of:**
      1. Personal computers including word processing, spreadsheet, email and web applications; calculator; phone; copy machine; and other standard office equipment.
    - iii. **Ability to:**
      1. Effectively present information and respond to questions from patrons.

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2. Maintain confidentiality of library patron information.
3. Follow detailed instructions.
4. Understand library policies and procedures and apply them to library operations.
5. Work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
6. Maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.
7. Maintain skills through active participation in appropriate continuing education activities.
8. Speak, read and write the English language.
9. Effectively count money, both coins and bills.
10. Practice good personal hygiene and dress in a manner appropriate for the position and in conformance with the general business dress standards addressed in the Library's Personnel Policy.

**V. WORKING CONDITIONS**

- a. Physical Demands of the Position
  - i. Ability to work in confined spaces.
  - ii. Ability to bend/twist/reach.
  - iii. Far vision at 20 feet or further; near vision at 20 inches or less.
  - iv. Fingering: Keyboarding, writing, filing, sorting shelving and processing.
  - v. Handling: processing, picking up and shelving books.
  - vi. Lifting and carrying 50 pounds or less.
  - vii. Pushing and pulling objects weighing 300-400 pounds on wheels.
  - viii. Sitting, standing, walking, climbing, stooping, kneeling and crouching.
  - ix. Talking and hearing; use of telephone.
- b. Environmental/Working Conditions: Flexible working hours – frequent evening and weekend hours.
- c. Equipment Used: Audio-visual equipment, book truck, calculator, camera, cash register, copy machine, library automation system, microfilm reader/printer, telephone, computer.

**VI. AUGUSTA PUBLIC LIBRARY POLICIES AND PROCEDURES**

- a. This position is bound by the policies set forth by the Library's Board of Trustees and the procedures held by the library to maintain such policies.

**VII. SELECTION GUIDELINES.**

- a. Formal application, rating of education and experience; oral interview and reference check.

**VIII. LISTING OF HOURS AND WAGES**

Hours per week: \_\_\_\_\_

Starting salary: \_\_\_\_\_

**IX. ACKNOWLEDGMENT OF UNDERSTANDING**

I, \_\_\_\_\_, have read and understand the job description for my position.

Name: \_\_\_\_\_ Date: \_\_\_\_\_