



Circulation-Desk (Library Assistant I) – 15 Hours per week

GENERAL RESPONSIBILITIES

Performs Para-professional work in the public library system.

ESSENTIAL TASKS

(The following is a list of representative duties. As such, it is not meant to be exclusive. Other duties may be assigned that may reasonably follow and relate to essential tasks. This job description may be modified from time to time as the needs of position change.)

- Works at public service desk checking in, discharge and checking out books and other material to customers.
- Discharge/retrieve all book drops.
- Issue new library cards by requesting customer information and entering data and preparing card.
- Searches, at customer's request, for items checked out and fines owed.
- Enters data on payment, full or partial, of customer fines owed.
- Rings up on cash register payments for customer fines paid as well as postage (reserve book notices).
- Renews customer library card by checking information in file, revising incorrect or outdated entries and setting new expiration date.
- Renews items at customers' request (in person or on telephone) by entering barcodes for such items.
- Gives status of accounts to customers.
- Answers directional questions from customers.
- Handles front desk when on duty.
- Maintains order in public reading area including tables and stacks.
- Performs routine clerical work such as alphabetical and numerical filing, computer data entry, basic typing.
- Does simple bibliographic searching/place holds.
- Reads and straightens book shelves.
- Other duties as assigned.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of library principles, methods, materials and practices. Some knowledge of reader interest and books and authors; some knowledge of the theory and objectives of a public library system; ability to establish and maintain effective working relationships with library employees and customers; ability to acquire special competence in a specific phase of library work; ability to enter data into a computer accurately and at a reasonable rate of speed.

EDUCATION AND EXPERIENCE

High school graduate.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Pushing and pulling: objects weighing 60-80 pounds, on wheels. Ability to lift up to 50 pounds.

SPECIAL REQUIREMENTS

None.

Possession of a valid driver's license. (May be required)

Non-exempt

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Reasonable accommodation may be made to enable individuals with disabilities to perform the essential tasks.

If working 10 hours per week eligible for State Retirement Teachers Pension
(Invested after 10 years of service)