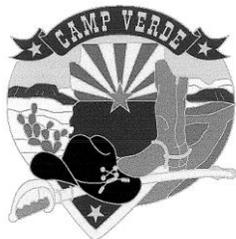


## Job Description



### LIBRARY CLERK

Department:	Library	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, provides basic clerical support, and assists in the provision of library materials and customer services at the Camp Verde Community Library.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists customers in a courteous and respectful manner within scope of training, and responds to requests for information within the scope of authority.
- Assists patrons with computer usage and reference questions; maintains the condition of the library shelves; shelves all returned materials according to standard procedures; checks the library stacks to make sure they are in proper order; straightens books on the shelves; picks up and re-shelves loose books in the library; picks up and disposes of debris, straightens furniture and furnishings, and maintains the neat and orderly appearance of the Library.
- Checks library materials in and out, processes old and damaged materials, and updates records; performs basic clerical, bookkeeping and administrative office duties; assists with opening and closing of the library; cross-trains in other Library duties as needed.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

None.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

High school diploma or GED equivalent; AND one year of customer service and computer work experience; OR an equivalent combination of education and experience.

##### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.

## **Job Description**

### **Required Knowledge of:**

- Town policies and procedures.
- Basic computer applications including word processing and data entry.
- Basic record keeping practices.
- Customer service standards and protocols.

### **Required Skill in:**

- Filing library materials alphabetically and numerically.
- Dealing tactfully and courteously with the public.
- Closely following verbal and written instructions and procedures.
- Communicating clearly and concisely, both verbally and in writing.

### **Physical Demands / Work Environment:**

- Work is performed in a standard library environment, with light physical demands.