



City of Cloquet Job Description

POSITION: Library Clerk
DEPARTMENT: Library
REPORTS TO: Library Director

SUMMARY

Performs varied tasks in providing library service to patrons including, circulation, sending and receiving interlibrary loans, handling daily cash receipts, collecting and recording statistics, repairing audiovisuals, maintaining adult fiction, serving on city-wide Safety Committee

ESSENTIAL FUNCTIONS OF THE JOB

Responsible for sending and receiving interlibrary loan requests

Pulls requested materials from stacks, checks out, records and prepares materials for shipping or for the Hold shelf

Researches requests to find hard to locate items

Verifies, records and files daily cash receipts

Collects monthly statistics for door count, interlibrary loan transactions, and cash balances

Prepares and implements quarterly audits of reference questions, patron device usage and other statistics as needed

Evaluates and initiates audiovisual repairs process

Evaluates, weeds and straightens Adult Fiction

Updates New Adult Fiction to regular Adult Fiction stacks

Serves on the City of Cloquet Safety Committee and updates SDS sheets and online database

Send and track past overdues to collections or revenue recapture

Identify and resolve items that are missing or damaged

Responsible for accurate and timely accounting and auditing of daily collections

Makes daily deposit

Oversees all aspects of fine collections for lost and overdue items.

Sends and tracks past overdues to collections or revenue recapture

Researches Lexis-Nexis database to locate tracking information of individuals with large overdue fines and lost items

Performs all circulation duties as scheduled

Responsible for opening and closing library including checking doors and lights

Other duties as assigned

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High School Diploma or equivalent preferred; previous experience in a customer service setting with three to six months related experience (preferably in a library setting) and/or training; or equivalent combination of education and experience. Demonstrated interpersonal skills.

LANGUAGE SKILLS

Ability to read and interpret documents. Ability to write routine reports and correspondence. Ability to communicate effectively with supervisor, patrons (both adults and children) or other employees of the library.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to calculate fines and fees and to count money and make change.

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

High level of knowledge and proficiency in use of computers including Microsoft Office (Word, Excel, Access, Publisher) or Adobe.

Should be capable of typing at 35 wpm with no errors and have filing skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.