



Anderson County Library
300 N. McDuffie St, Anderson, South Carolina 29621
(864) 260-4500

JOB DESCRIPTION

JOB TITLE: Clerk – South Carolina Room

Pay Grade:

FLSA: Non-exempt

FUNCTION

Performs routine clerical duties in the South Carolina Room and assists patrons in their local history and genealogical research. Answers questions regarding online searches, local and state resources, and search strategies. Responsible for shelf reading and shifting of the collection.

SUPERVISION RECEIVED

Works under the supervision of the Head of Genealogy and Local History.

SUPERVISION EXERCISED

None

EXAMPLES OF WORK PERFORMED

(These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.)

- Assists patrons by:
 - Answering directional and procedural inquiries.
 - Advising patrons concerning the library and its services, resources and policies.

- Giving instruction in the use of the on-line catalog, disability equipment and on-line genealogy databases, South Carolina websites and location of materials.
 - Instructing in the operation of equipment.
 - Answering reference and other information requests and referring questions to appropriate personnel.
 - Answering incoming calls; provides guidance and assistance, routes calls to appropriate personnel or department; takes messages.
 - Assisting patrons with internet and word processing computers and assigning/monitoring 2nd floor Meeting Rooms.
 - Assisting and instructing patrons in the use of public copiers and print stations.
- Marks items used and prepares/presorts items for reshelving and shelves items in the assigned area and other areas as necessary. Shelf reads in assigned areas and other areas as necessary. Shifts print collections as needed.
 - Prepares computer index of obituaries from Anderson newspapers using Microsoft Excel.
 - Researches obituary requests under the direction of the Head of Genealogy and Local History.
 - Takes inventory of supplies needed and takes to Head of Genealogy and Local History for approval.
 - Organizes and files the Minutes of County Council Meetings.
 - Responsible for organizing and inventorying magazines/serials.
 - Assists in physical handling of discarded materials; transports materials to other departments as needed.
 - Assists in labeling of materials.
 - Notifies Head of Genealogy and Local History if books or materials are damaged or missing.
 - Maintains office equipment including providing paper for copiers, microfilm readers and printers as needed.
 - Able to assist in changes of daily work schedule due to unexpected public demands.
 - Conducts tours of the South Carolina Room for visiting groups.

- May be required to work nights and weekends.
- May fill in other positions within the department.
- Performs other related duties as required.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High School Diploma or GED.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of standard library functions, practices, and procedures; ability to set priorities; ability to adjust to changes in the daily work schedule; ability to handle multiple projects at the same time.
- (B) Excellent research, clerical and computer skills, including internet experience, Word and Excel; ability to perform detailed and precise work.
- (C) Ability to establish and maintain effective working relationships with the general public, employees, branch managers and system personnel; ability to communicate effectively orally and in writing; ability to work in a team environment as well as independent work.
- (D) Must possess a valid driver's license or the ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software, calculators, printer and copier.

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 quiet to moderate.

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 frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools or controls and reach with hands and arms. The employee is occasionally required to travel to other areas within the library.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description does not constitute an employment agreement between the Anderson County Library System and an employee and is subject to change by the Anderson County Library System as its needs and the requirements of the job change. Also, the Anderson County Library System may change assigned work location and schedule depending upon the needs of the system.