



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

## **JOB DESCRIPTION**

### **JOB TITLE: Library Clerk – Branch**

*Pay Grade:*

*FLSA: Non-exempt*

#### **GENERAL DESCRIPTION**

Performs various library functions and clerical duties in the Branches.

#### **SUPERVISION RECEIVED**

Works under the supervision of the Branch Manager or Branch Coordinator.

#### **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.)*

- Prepares items for reshelving and reshelves as necessary.
- Retrieves and sorts books from book drops as necessary.
- Performs circulation functions including:
  - Issuing new library cards and processes registration forms. Prepares library cards for mailing, as needed.
  - Charging, discharging, routing, changing status, and placing requests against materials at the circulation desk.
  - Accurately collecting and recording fines, fees, and gifts; maintaining a balanced cash drawer.

- Placing requests for materials and pulling requested materials.
- Searching for overdue materials.
- 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 and location of materials.
  - Instructing in the operation of equipment.
  - Answering reference and other information requests.
  - Answering incoming calls; providing guidance and assistance, routing calls to appropriate personnel or department; taking messages.
- Dusting shelves and furniture, cleaning of restrooms within a rotating schedule and vacuuming.
- Assists in covering hours for employees on vacation and sick time.
- Maintains confidential patron records and preserves confidentiality of said records.
- Maintains office equipment by providing paper for copiers and printers as needed.
- Performs other related duties as required.
- May fill in other positions within the department.

## **REQUIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

- (A) High School Diploma; and
- (B) One (1) year of customer service or library work experience, preferred.

### Necessary Knowledge, Skills and Abilities:

- (A) Excellent computer skills, including keyboarding and internet experience; ability to perform detailed and precise work.
- (B) Ability to adhere to library policies and procedures; ability to set priorities and manage workloads.
- (C) Ability to establish and maintain effective working relationships with the general public and all library employees; ability to communicate effectively orally and in writing; ability to work in a team environment as well as independent work.
- (D) Ability to adjust to changes in the daily work schedule; ability to handle multiple projects at the same time.

- (E) Ability to learn Dewey Decimal system, automated circulation system and library circulation policies and procedures; ability to count change and handle money.
- (F) Must possess a valid driver's license or the ability to obtain one.

### **TOOLS AND EQUIPMENT USED**

Desktop computer, cash register, copier, printer, general office tools and desensitizing and sensitizing equipment.

### **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 or stand for long periods of time; talk or hear; use hands to finger, handle, or feel objects, tools or controls; bend; push; pull; lift; 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 and maneuver a fully loaded booktruck.

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.**