

**Oxford Memorial Library**  
**Library Clerk – Job Description**

Return Completed Application and a Resume to the Oxford Memorial Library

**Distinguishing Features of the Class:**

Applicants must have at minimum a high school diploma and be at least 18 years of age and have a high school diploma or equivalent. The work involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required; on-the-job training is provided by the library director and staff. Work is performed under supervision of the library director. Does related work as required. Basic typing, filing and computer skills are needed.

**Typical Work Activities (illustrative only):**

- Basic opening procedures: unlocking doors, turning on lights, computers, copier, emptying book drop, shelving books, read dialog for any updates etc.... (a complete check list is provided).
- Basic closing procedures: a complete check list is also provided for closing procedures and is to be followed.
- Circulation desk: perform routine circulations (checking library materials in and out for patrons), reserving materials for patrons, and overdue functions.
- Completes patron registrations and issues patron library cards according to library procedures.
- Make and check routine math computations, record all monetary transactions in a fine book.
- Operates office equipment such as printers, photocopiers, FAX machines, Microfilm reader, computers, and surveillance cameras.
- Answers telephone and takes messages, calls patrons to deliver messages or information on library materials, adheres to the NYS Confidentiality Law.
- Arrange, file, or shelf materials according to library filing rules. Preliminary sorting of material and shelving materials in proper location. Clean materials as needed. Check for damages that need repair.
- Handle patron complaints.
- Assist patrons – be aware of all existing and new library services, materials, and policies. Assist patrons with the use of on-line card catalog. Taking interlibrary loan requests and answering reference and directional questions.
- Library maintenance – routine straightening and shelf reading of shelves. Clearing and straightening tables, chairs, and keeping rooms in order. Sorting and storing back issues of periodicals.
- Keep the library director informed of all library matters.

**Full Performance Knowledge, Skills, Abilities, and Personal Characteristics:**

- Working knowledge of office/library terminology, procedures, and equipment as applied library clerical work.
- Working knowledge of business arithmetic.
- Working knowledge of library filing and shelving rules.
- Ability to understand and follow oral and written instructions.
- Ability to operate an alphanumeric keyboard such as a computer.
- Ability to operate office equipment: telephone, printer, photocopier, FAX, microfilm reader.
- Tact and courtesy in dealing with the public and staff.

**Terms:**

- Start at minimum wage.
- Three month / 90 days provisional.