

NEWBERRY COUNTY LIBRARY SYSTEM

POSITION TITLE: CIRCULATION CLERK

LOCATION:	Hal Kohn Memorial Library, Newberry, SC
DEPARTMENT:	Circulation
REPORTS TO:	Circulation Manager
STARTING WAGE:	Commensurate with experience
EMPLOYMENT CATEGORY:	Part-Time (28 hours per week)
WORK HOURS:	Monday through Saturday; Hours are dependent on branch hours

GENERAL STATEMENT OF JOB:

The Circulation Clerk reports to the Circulation Manager and is responsible for the day-to-day operation of the Circulation Desk.

MINIMUM TRAINING AND EXPERIENCE:

High School Diploma or GED. Must be detailed oriented, possess excellent verbal and written communication skills, and have the ability to work with the public.

Previous experience working in a library setting or a combination of training and experience that provides the requisite skills is desirable.

ESSENTIAL JOB FUNCTIONS:

Responsible for daily operation of the Circulation Area.

Specific duties include, but are not limited to:

- Checking the book drop regularly, and checking items in.
- Placing books on reserve for patrons, checking the reserve shelf and calling patrons.
- Assisting patrons with copier needs and faxes.
- Processing new library card applications.
- Cleaning and replacing bar codes as necessary.
- Making sure equipment is turned off and the library secure for the night.
- Perform other duties and responsibilities as required.

PHYSICAL /OTHER REQUIREMENTS:

1. The Circulation Clerk must be able to communicate well, both orally and in writing, with patrons and library staff.
2. Computer skills are a necessity.
3. Must be able to operate office equipment.
4. Must be able to lift and carry 25 to 50 lbs.

5. Must be able to climb ladders and work overhead.
6. Must be able to bend, stoop, or squat.

GENERAL INSTRUCTIONS:

This position will remain open until filled. Email resume to Abigail Fuller, Director of the Newberry County Library System at afuller@newberrycounty.net. **DO NOT FILL OUT A NEWBERRY COUNTY ONLINE JOB APPLICATION.** Only qualified applicants will be considered for an interview and references will be requested further into the interview process. The Newberry County Library System is an Equal Opportunity Employer.

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