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Department of Human Resources

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VACANCY ANNOUNCEMENT

Library Clerk I – Visitor Services

Full Time – 40-hour work week

Work involves responsibility for providing clerical support to an assigned department or function. Duties include typing, filing, reception, record keeping and checking and correcting forms and documents. This position has the responsibility for making routine clerical decisions. The work requires that the employee have some knowledge skill and ability in general office procedures. Evening and Weekend Hours are required.

Qualifications: High school diploma or the equivalent plus one year of experience in library services or equivalent clerical experience involving public contact and information retrieval.

Rate of Pay: \$15.87

Apply on line at <https://tinyurl.com/meridencareers> and e-mail your application to humanresources@meridenct.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main Street.

Open until filled

E.O.E

Library Clerk I

General Description

This position is responsible for library clerical work involving shelving and retrieving library materials, basic circulation duties and assisting patrons.

Work involves responsibility for providing services to library patrons, performing general clerical services, and keeping the library's entire collection in good order. Duties include moving and arranging library materials in order, checking out and receiving returned library materials, and registering new patrons for borrower's cards. This position also has the responsibility for making routine library services decisions. Decisions made are limited by established precedent and departmental routine. The work requires that the employee have good knowledge, skill and ability in library services.

Supervision Received

Works under the general supervision of the Library Technical Assistants (LTA's) and the appropriate Department Heads.

Examples of Duties

Checks out and receives returned books and other materials for patrons. Figures overdue fines, receives money and makes change.

Checks out, properly packages and labels books and other materials for transit to other libraries.

Assists patrons in using library services. Registers new patrons. Answers standard directional questions and refers patrons to appropriate areas of the library or other staff for further assistance.

Reserves books and notifies patrons of availability.

Prepares new library materials for use and circulation.

Checks, cleans and makes minor repairs to books, records and other materials. Disposes of items as necessary.

Enters routine entry level information into library computer database.

Monitors collection stacks for accuracy in filing and for clean and orderly appearance. Searched for misplaced items or items claimed to be returned by patrons.

Performs other clerical work including answering the phone, transferring calls, taking messages and preparing the circulation desk for operation.

Library Clerk I (continued)

Examples of Duties

Removes library material from the circulation area and relocates to sorting stations throughout the library.

Arranges materials on book trucks and files returned items on shelves.

Retrieves materials from stacks, closed stack storage and other nonpublic areas for staff use of loan to patrons. Searches for misplaced materials.

Directs the public to locations or individuals within the library.

Makes deliveries to other City departments.

May assist Librarians with programs.

Assists in keeping the assigned workplace in order.

Performs related work as required.

Knowledge, Skills and Abilities

Good knowledge of Dewey Decimal System.

Good knowledge of library operations and procedures.

Some knowledge of general office procedures and operation of standard office machines.

Some knowledge of Microsoft Windows applications.

Good filing and keyboarding skills.

Good ability to locate and retrieve a variety of library materials.

Good ability to assist and direct the general public.

Good ability to establish and maintain effective working relationships with co-workers, patrons and the general public.

Qualifications

A high school diploma or the equivalent plus some clerical experience involving public contact.

Must be able to provide friendly, high quality customer service.

Library Clerk I (continued)

Special Requirements

None

Hours

Nights and weekends required.