

City of Meriden, Connecticut

Department of Human Resources



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Director of Human Resources

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VACANCY ANNOUNCEMENT

Library Clerk II

Full Time – 40 Hour Work Week

This is responsible library clerical work including circulation duties, typing and assisting patrons. Work involves responsibility for providing services to library patrons and performing general clerical services. Duties include checking out books, sending overdue notices, processing inter-library loans, mending library materials and assisting in presenting library programs. This position also has the responsibility for making routine library services decisions. The work requires that the employee have good knowledge, skills and ability in library services.

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.

SALARY: \$18.57 per hour

HOW TO APPLY: Apply online at <https://tinyurl.com/meridencareers> or email your application to humanresources@meridenct.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main Street. Office hours are Monday through Friday, 8:00 AM to 5:00 PM.

LAST DATE TO APPLY: Open until filled

E.O.E.

Library Clerk II

General Description:

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Supervision Received:

Works under the general supervision of a library department supervisor or assistant supervisor.

Examples of Duties:

Checks out and receives returned books and other materials for patrons. Answers standard reference questions and refers patrons to appropriate locations within the library.

Types and sends overdue notices. Bills patrons for unreturned or damaged materials. Keeps records of notices and bills sent and status.

Reserves books and notifies patrons of availability.

Readies new library materials for use and circulation. Types catalog cards and book pockets.

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

Enters information into library computer data base.

May assist in presenting library programs.

May suggest purchases of books and other materials.

Oversees library collections for organization. Searches for misplaced items or items claimed to be returned by patrons.

Performs other clerical work including answering the phone, operating the switchboard, typing and preparing the circulation desk for operation.

Performs related work as required.

Library Clerk II (continued)

Knowledge, Skills and Abilities:

Good knowledge of library operation and procedures.

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

Good ability in oral and written communications.

Some ability to perform administrative procedures.

Good ability to understand and fulfill the requests of library patrons.

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 one year of experience in library services or equivalent clerical experience involving public contact and information retrieval.

Special Requirements:

None.