



2328 Tell Street - Tell City, IN 47586
Phone: (812) 547-2661 - Fax: 812-547-3038

Clerk II (PT)

25 hours a week - some evenings and Saturday hours

\$10 an hour

5 Vacation Days @ year

5 Sick Days @ year

Position Summary: The clerk II position is the friendly face of the library. Clerk II work the circulation desk, help patrons locate materials, contact supervisors when assistance is needed, make sure that library materials are readily accessible, and provide help to patrons in the computer lab, with copies, scans, prints, and faxes.

Reporting Relationship: Systems & Circulation Manager

Essential Functions:

- Public Service at the circulation desk
- Assist with general circulation duties (check-in books, periodicals, DVDs)
- Read and straighten shelves including newspapers and magazines
- Clean materials as they come in
- Pull holds and assists with sending books for ILL
- Answer phones & send faxes
- Make copies
- Laminate
- The use of the electronic catalog to assist patrons
- Make materials shelf-ready
- Give limited help to patrons using the computer lab
- Copy catalog materials
- Serve as a substitute on the bookmobile, if needed
- Schedule can change on limited notice
- Must be able to work evenings
- Must be able to work every other Saturday
- Other Duties as Assigned Required

Knowledge, Skills, and Abilities:

- Ability to be friendly, courteous, kind, and work well with people of all ages and backgrounds
- Ability to work harmoniously and effectively with others
- Ability to use computer equipment and software