Library Assistant Job Description Clerk

**Job Requirements**

* Associates Degree or library experience desired
* Work some evenings and weekends
* Work efficiently and independently
* Be approachable and assist patrons with a variety of needs and questions
* Be committed to the future success of Moundridge Public Library and work to improve service and reputation of the library
* Must be able to work without excessive absences

**Required Skills**

* Must be able to communicate clearly, written and spoken, in English; bilingual is a plus
* Must be able to file items in alphabetical and numerical order
* Must be able to read information accurately and retain information
* Must be able to sit or stand for long periods (3 hours or longer)
* Must be able to learn procedures within a library specified timeline
* Must be able to learn new duties and procedures and implement them within a library specified timeline
* Must be able to count money and make change
* Must be able to prioritize tasks and work independently
* Must be able to maintain confidentiality and use appropriate judgment in handling information and records

**Technology Skills**

* Be able to use and learn library automation system
* Be proficient with Windows 10 and Office suite
* Be able to print, copy, scan and fax from Library copier
* Be able to assist patrons with library technology, and learn new technology as it arrives
* Be able to assist patrons with eResources; including but not limited to Sunflower eLibrary ebooks, State databases, online catalog (PAC)
* Be able to send and check email communication

**Job Duties**

* Perform circulation duties; check in/out, holds, locate items within the catalog
* Assist library patrons, in person, on phone, and via email
* Process materials according to library guidelines
* Count petty cash weekly
* Keep daily record sheets
* Maintain a list of requested and noteworthy items for purchase consideration
* Prepare library for opening or closing
* Provides reader’s advisory to patrons
* Perform other duties as assigned