**BETHALTO PUBLIC LIBRARY DISTRICT - JOB DESCRIPTION**

Position: Clerk

Supervisors: Assistant Director

Hours per week: 10 to 20

Ages: college, adult

General Description: A Clerk is responsible for assisting patrons with circulation transactions in person and by phone and email, being knowledgeable about all library services, keeping the library neat and tidy, maintaining a welcoming attitude towards all library staff and patrons, and performing other tasks as assigned.

Duties for this position include, but are not limited to, the following:

* Assisting all patrons in person, by phone and email
* Performing all circulation transactions using Polaris automation system, including:
  + Checking in, checking out, placing holds and paying fines
  + Registering and renewing patron cards
  + Processing paging lists and courier deliveries
  + Handling overdue and billed patron accounts
* Being knowledgeable about all library services, including:
  + Library policies
  + Polaris online catalog
  + Databases (content, accessing, searching, printing)
  + Events/Programs (date, time, appropriate ages to attend, content)
  + Fundraisers (date, time, appropriate ages to attend, content, use for funds raised)
  + Illinois Heartland Library System, SHARE and courier delivery service
* Assisting all patrons with copying, scanning and faxing equipment
* Assisting all patrons with patron computer lab software, hardware and printing
* Assisting all patrons with donations to the library
* Adding new magazines to the collection
* Covering new books
* Emptying outdoor book drops
* Straightening shelves in assigned areas
* Shelving library items when needed
* Cleaning duties, including:
  + Straightening the front lobby in the mornings
  + Cleaning all circulation desktops, phones, bookshelves, keyboards, mice, towers, and monitors
  + Cleaning all patron computer keyboards, mice, towers and monitors
* Attending staff meetings
* Assisting during library events and programs
* Maintaining a welcoming attitude, including:
  + Greeting patrons
  + Treating patrons with respect
  + Having a friendly attitude towards all patrons
  + Being alert
  + Being interested in helping patrons
  + Providing information to patrons

Skills required:

* Ability to communicate verbally and in writing with other library staff and with the public
* Ability to follow verbal and written instructions
* Ability to file library materials alphabetically and numerically
* Physical ability to push and pull loaded book carts
* Physical ability to bend, stretch, kneel, and climb on and balance on a kick stool
* Physical ability to lift 25 lbs.
* Ability to work without direct supervision

Other requirements:

* Must be available to work evenings and weekends, as required by a set schedule
* Must be willing to work with others and be cooperative with all library staff
* Must be willing to carry out additional duties not already listed above