

## NMCPLS Job Description

**Job Title:** Clerk  
**Department:** Any  
**Reports To:** Branch/Department Manager  
**FLSA Status:** Nonexempt  
**Prepared By:** Director  
**Prepared Date:** January 2010  
**Approved By:** Board of Trustees  
**Review & Approval Date:** July 20, 2015, July 2016, August 2016, May 2018

**SUMMARY:** Organizes library materials and provides patron services by performing the following duties. **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Answers telephone and directs calls, schedules meeting and seminar rooms, assists patrons in use of computers, fax, photocopiers, printer-readers, etc.
2. Issues borrowers' library identifications, locates and checks out materials to patrons, inspects returned materials for damage, and computes, records, and receives fines.
3. Executes daily reports which include statistics, overdue and fine reports and prepares overdue notices to send to borrowers.
4. Balances and totals daily collections.
5. Processes and maintains reserve materials and interlibrary loans.
6. Sorts returned materials according to classification code and need for repair, and returns them to shelves, files, or other designated storage area.
7. Repairs materials.
8. Checks patron requests for new materials against existing collection and outstanding patron requests.
9. Prepares new materials for circulation.
10. Sorts and shelves new materials, maintains vertical files, keeps up scrapbook which documents library history, prepares displays.
11. Answers inquiries of nonprofessional nature and refers persons requiring professional assistance to librarian.
12. Maintains regular communication, both formal and informal with all other personnel.
13. Plans and assists with all types of programming activities.
14. Assists with marketing responsibilities.
15. Participates in professional development activities.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED) required.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information on one-on-one and small groups situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to create and interpret bar graphs.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER:** Strong interpersonal and human relations skills, written and oral communication skills. High degree of flexibility, organization, and capacity to multi-task. All employees are expected to demonstrate/develop basic keyboard skills; operate automated circulation stations, AV equipment, telephones, microfilm printer-readers, FAX machines, photocopiers and laminators.

**CERTIFICATES, LICENSES, REGISTRATIONS:** A valid Indiana driver's license, proof of insurance and acceptable driving record.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**SAFETY-SENSITIVE POSITION:** The duties and responsibilities of this position involve operation of a motor vehicle to travel between branch facilities and other locations. As a result, this position is considered a safety-sensitive position under the Library's drug and alcohol testing policy.