

Clyde-Savannah Public Library

204 Glasgow Street Clyde, NY 14433
315.923.7767 315.923.9315 (fax)
clydelibrary@owwl.org

LIBRARY CLERK - Currently accepting applications. **Fill out a *Job Application* at the library today.**

I. Description: Library clerks perform routine library operations.

Duties include, but are not limited to:

1. Provide excellent customer service
2. Answer the telephone and take detailed messages
3. Process library materials as directed
4. Checkin library material from inside and outside the book drop
5. Checkout library material to library patrons
6. Properly operate library equipment, ie: copying, faxing, scanning and cash register
7. Issue library cards to new patrons
8. Properly search the library catalog in order to provide excellent customer service
9. Repair library materials
10. Assist patrons in the use of computer equipment
11. Answer computer and reference questions as needed
12. Performs other duties as specified by the Library Director.

II. Requirements

1. Working knowledge of office terminology, procedure, and equipment.
2. Working knowledge of math and english
3. Ability to understand and follow directions
4. Ability to write legibly.
5. Ability to organize and prioritize work tasks
6. Ability to get along with others.
7. Attention to detail
8. Ability to use tact and courtesy to library patrons and fellow staff members
9. Ability to lift and move a minimum of 40 pounds.
10. Ability to stand during the duration of a work shift.
11. Access to a reliable form of transportation to and from a work shift

Wage range between \$15.50 and \$18.50 hourly