

**WEBSTER COUNTY LIBRARY
LIBRARY CLERK
ROGERSVILLE LOCATION**

Hours/Days

This position is part-time (approximately 15 hours per week). Employee must be able to work any hours the Rogersville facility is open in order to meet the service needs of the community.

Salary/Wage

Library Clerk - \$9.45/hour

Job Summary

The employee will assist patrons with the general use of the library, work the circulation desk and shelve materials. Other tasks may be assigned by the Library Director or Branch Supervisor.

General Library Duties

- Learn library opening and closing procedures.
- Learn and perform the functions of the library circulation desk.
- Assist patrons with the operation of library equipment.
- Shelving of library materials.
- Perform readers' advisory services, assist patrons with information and computer needs.
- Assist with maintenance of the library collection (shelf reading, shifting, inventory, etc.)
- Other duties as assigned.

Knowledge/Skills/Abilities

- The ability to interact pleasantly, constructively and cooperatively with library patrons of all ages and staff.
- Attends work on a regular, dependable and timely basis.
- Excellent communication and customer skills.
- Must exhibit flexibility, initiative, energy, patience, and tact.
- A working knowledge of basic computer operation and applications.
- Basic and accurate clerical skills.
- Be willing to acquire knowledge of new technology available via the library and have the ability to translate that knowledge to patrons.

Qualifications

- Must have a high school education or GED equivalent and be 18 years of age.
- Must have demonstrated experience working with the public.
- Must be able to pass a security background check.

Working Conditions/Physical Demands

Accomplished with or without reasonable accommodation

- Ability to complete tasks while standing for extended periods of time.

- Ability to reach high or low to review or retrieve materials on shelves (stools are available).
- Operation of a computer keyboard and mouse at efficient speed.
- Sufficient clarity of speech and correctable hearing to communicate well with staff and patrons.
- Sufficient correctable vision to review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.
- Ability to push or pull book carts weighing up to 75 lbs.
- Ability to lift and/or move material weighing up to 40lbs.
- Primarily indoors with heating and cooling regulated in a general library environment.

Applications are available at the Circulation Desk and on the library website webstercounty.lib.mo.us. Contact: 417-753-3220.

Return applications/resumes to: Rogersville Branch Library, Attn: Michelle Black, PO Box 523, 104 N. Beatie, Rogersville, MO 65742

Or email application to roginfo@webstercountylibrary.org

Applications will be reviewed until the position is filled.

September 23, 2020