

Job Title: Part-Time Library Clerk

Summary

The Part-Time Library Clerk provides front-line customer service and clerical support to library patrons and staff. This position assists with circulation services, reference support, shelving and organization of materials, and general library operations. The Library Clerk plays an important role in creating a welcoming, efficient, and respectful environment for all patrons.

Essential Duties and Responsibilities

- Provides courteous and professional customer service at the circulation desk, in person, and by phone
- Checks materials in and out; issues library cards; processes renewals, holds, and interlibrary loan materials
- Assists patrons with basic use of library resources, including the online catalog, self-checkout machines, public computers, printers, and digital resources
- Shelves, organizes, and shelf-reads library materials to ensure accurate placement and accessibility
- Collects and processes fees and payments in accordance with library policies
- Assists with opening and closing procedures as scheduled
- Maintains a clean, orderly, and safe public service area
- Supports library programs and events, including setup and cleanup, as needed
- Enforces library policies and standards of conduct in a respectful and consistent manner
- Performs routine clerical tasks such as filing, data entry, and processing materials
- Other duties as assigned

Required Qualifications

- High school diploma or equivalent
- Strong customer service and interpersonal skills
- Ability to communicate clearly and professionally with patrons of all ages and backgrounds
- Basic computer skills and willingness to learn library software and technology
- Ability to follow policies, procedures, and directions accurately
- Ability to work independently and as part of a team

Preferred Qualifications

- Previous library, customer service, or clerical experience
- Familiarity with library systems, circulation software, or digital resources
- Experience working with the public in a service-oriented environment

Physical Requirements

- Ability to stand, sit, walk, bend, and reach for extended periods
- Ability to push carts and lift materials weighing up to approximately 25 pounds

Schedule

- Part-time position; hours vary and may include evenings and weekends

Reports To

- Library Director