

Crystal Lake Public Library

Position Title: Library Clerk II
Reports To: Library Technical Assistant III
Department: Circulation Services
Status: Non-Exempt

Job Summary:

The Library Clerk II performs clerical functions in Circulation Services; answers the phone, discharges, sorts, loads and unloads library materials; performs routine data entry

Essential Functions:

1. Answers the phone and makes referrals to appropriate department or staff
2. Renews and reserves items, performing routine data entry; provides basic information on library cards and their use
3. Discharges, sorts, sensitizes, and arranges materials
4. Resolves patron issues within established parameters
5. Unloads and loads library materials from book drops and book trucks
6. Searches shelves for materials
7. Moves materials to other locations; moves furniture and equipment as needed
8. Cleans and maintains library materials; makes minor repairs
9. Does special projects within the department, as assigned
10. Attends and participates in Crystal Lake Public Library meetings and committees; participates in appropriate job-related meetings; attends relevant continuing education events
11. Performs other related duties as assigned or required

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Education, Experience, and Knowledge:

High school diploma or equivalent. Minimum three months customer service experience preferred. Basic knowledge of PCs.

Skills and Abilities:

- Listening skills
- Ability to operate the following equipment: computer, copier, printers, telephone
- Ability to work with a variety of people
- Ability to handle variety and change
- Ability to tolerate repetitive tasks with some variety and interruptions
- Ability to organize and arrange
- Ability to handle detail with accuracy and speed

Physical Demands/Work Environment:

While performing the duties of this job, the employee is required to intermittently stand, sit, and walk. The position requires the ability to talk and hear. Specific vision abilities required by this job include close and far vision, and the ability to adjust focus. The position requires the ability to use hands to finger, handle and/or feel equipment and objects; and reach with hands and arms. Intermittent bending, stooping, and climbing are required.

The employee must occasionally lift up to 25 pounds and frequently push or pull up to 150 pounds. This job is performed in a typical office environment.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.