

## **Alcona County Library**

### **Job Description: Circulation Clerk**

**Position Summary:** Under the direct supervision of the Assistant Director and Library Director, the Circulation Clerk provides for circulation activities, limited telephone assistance, assists with the processing of library materials, processes all withdrawn materials, limited bookkeeping type duties. This is a part-time position. Work may be scheduled at any of the four branches.

#### **Duties may include but not limited to:**

1. Performs circulation activities including but not limited to: checkout, checkin, reshelving, registration of new patrons, answering circulation questions.
2. Provides limited reference information services to the public under the supervision of the Library Director or Assistant Director.
3. Answers telephone and provides limited information service.
4. Provides instruction on the use of equipment, online catalog and materials to patrons.
5. Assists with the processing of library materials.
6. Processes withdrawn material.
7. Assists with inventory.
8. ~~Maintains periodical collection.~~
9. Assists to maintain a neat appearance of the library and materials.
10. Sorts donated materials, checks catalog for duplication.
11. In charge of library operations when supervisors are not present and designated by supervisor.
12. Performs additional tasks as assigned by the Director.
13. Adheres to policy and procedures of Alcona County Library.

**Knowledge, Skills, Experience, and Training Needed:** Requires a High School Diploma or GED equivalent. However, a Two-year degree and appropriate related experience or current coursework toward such a degree will have preference. Knowledge of the Dewey Decimal system required. Ability to meet the public with courtesy and tact is required. Also requires the ability to express library rules and regulations to the public in an accurately and with tact.

**Supervisory Function:** None.

**Environmental Conditions:** General office environment with frequent public contact.

**Physical/Mental/Visual Effort:** Driver's License required.  
Must be able to lift 35 pounds.

**Tools and Technologies used:** Computer (on-line catalog and Internet), printer, calculator, microfilm reader, copy machine, VCR, DVD player. Specific software applications include: Microsoft Word, Microsoft Office, Sirsi/Dynix.

09/2023