

***“To Inform, Enrich & Empower”***  
**Jasper County Public Library**  
**Job Description**

**Title:** Circulation Clerk

**Classification:** Library Clerk

**Branch/Department:** DeMotte Library

**FLSA:** Non-exempt

**Reports to:** DeMotte Head Librarian

**General Summary:**

Circulation Desk Work and Basic Clerical Tasks

**Primary Responsibilities and Duties:**

**Essential Functions:**

- Circulation desk work 98% of time, including constant interaction with patrons to determine needs, answer questions and check materials in and out

**Other Duties:**

- Clean library materials as they come in or go out
- Place phone calls for hold items and maintain hold shelf
- Accept and check new patron registrations
- Put away CDs and DVDs
- Keep copy machines filled with paper
- Assist patrons with basic information and technology questions
- Check book drop regularly
- Check supplies of patron forms, restock as needed
- Update AV and Internet permission binders
- Book repair and displays
- Empty and pack transport bags
- Perform general clerical tasks
- Special tasks as assigned by supervisor
- Complete journal order form; cut, file and send order slips
- Must adhere to library Internal Control Standards and System

**Knowledge, Skills, and Abilities Required:**

**Minimum Education:**

- High School Diploma or Equivalent

**Minimum Experience:**

- None

**Contact with Others:**

- Must demonstrate an ability to perform tasks while remaining attentive to patron needs
- Must interact well with the public and staff

**Mental/Analytical Demands:**

- Must demonstrate an ability to multi-task
- Must remain calm and composed while dealing with difficult situations or individuals

**Certification, Licensure, Registration:**

- None

**Working Conditions:****Physical Requirements:**

- Must demonstrate ability to move in a timely manner throughout the public services area of the library
- Must be able to perform circulation desk duties up to 8 hours a day
- Performs bending, squatting, kneeling and reaching from floor level to 6 feet in height
- Performs routine lifting of library materials up to 20 pounds

**Working Environment:**

- Constant public contact
- Highly computerized workplace
- Evening and Saturday work required

**Equipment Used:**

- General office equipment, such as computers, copiers, fax machine, printers, etc.

**General Statement:** The above primary job duties and responsibilities describe the level and nature of work performed by employees assigned to this job. The description should not be construed as an exhaustive listing of all job duties and responsibilities performed by this job.

**Effective Date:** 6/98 **Revised:** 6/15; Revised 11/16; Reviewed 11/17, 2/18, 7/18