

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Community Services

Division of Libraries

Excluded, GRADE 1

Temporary/Contractual Position with No Benefits

Hours vary as needed

LIBRARY CLERK

GENERAL STATEMENT OF DUTIES: Performs varied library services for County library and/or bookmobile; processes library materials for circulation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for providing basic library services such as assisting users, check out/in of materials, automated system tasks, and clerical responsibilities. The incumbent will work a part-time flexible schedule, which includes evenings and weekend hours.

ADA REQUIREMENTS: This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, stooping, reaching, walking, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Assist patrons with book and material selection;

Assist patrons with use of Internet, on-line databases, and electronic cataloging system;

Perform cataloging and processing of library materials;

Perform necessary housekeeping chores in library.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to learn library procedures; ability to interact with people; ability to communicate effectively both orally and in writing; ability to tabulate and compile data accurately; ability to perform detailed tasks; physical ability and stamina to carry large bags of books and library materials; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Completion of standard high school coursework, or G.E.D. and library-related experience, or any combination of experience and training, which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgement

Eff. 10/01/07

Rev. 07/01/15