

Title: Library Clerk (Contracted)
Department: Community Services
Division/Office: Libraries Division



Grade 2101; Hourly position; Category: Contracted/Temporary; Job Code: LBCK; Rev.:07/01/2021

General Description

The purpose of this position is to provide 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.

This position works independently with some initial supervision, developing work methods and sequences within specified procedures and work areas.

DUTIES and RESPONSIBILITIES: (Illustrative only)

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- 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;
- Performs related work as required.

Minimum Education and Experience Requirements

Requires High school diploma or GED equivalent, excellent customer service skills, and library-related experience, or any equivalent combination of education, training, and experience.

Additional Requirements:

Ability to learn library procedures; ability to interact well 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.

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.

Americans with Disabilities Act 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, crouching, stooping, reaching, walking, pulling, pushing, 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; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service

This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.

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to onsite customers, and supervise or interact with work group; 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.

Special Certifications and License Requirements:

- May be required to pass standardized examination to determine basic knowledge, skills & abilities.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement