



WESTCHESTER PUBLIC LIBRARY

Part-Time Clerk

Job Description

Qualifications

- Ability and desire to work well with the public.
- Prompt, honest and dependable.
- Willingness to work mornings, afternoons, evenings, and weekends as requested, along with understanding that schedules may be adjusted to accommodate the needs of the Library.
- Ability and desire to work as a cooperative member of a team.
- Agreement to abide by all Library safety rules, including but not limited to proper hand washing; appropriate social distancing; handling of materials.
- Willingness to spend extended periods of time on a single task, including but not limited to making and receiving phone calls; checking in, shelving, pulling, staging, or delivering materials.
- Willingness to rotate tasks to accommodate the needs of the Library.
- Ability and willingness to learn and accurately perform complex procedures, including utilizing the Library's automated system.
- Ability and willingness to accurately shelve materials using the Dewey Decimal system.
- Responsible and professional, with a service-driven attitude.

Responsibilities

- Provide friendly, courteous and responsible service to library patrons in-person and by phone.
- Assist patrons with the use of Online Public Access Catalog (OPAC) and help them locate materials on the shelves.
- Answer the telephone and assist patrons; direct calls to correct departments.

- Check materials in and out and assign fines as appropriate.
- Inform patrons of fines; process payment for fines and lost/damaged items.
- Issue new cards and update patron registrations.
- Put returned materials in correct order on carts to be reshelved.
- Phone patrons to advise them of overdue items and holds available.
- Answer basic Reference questions if Reference staff is unavailable.
- Empty drop box and check in materials.
- Follow all Health & Safety Procedures.
- Perform other tasks and duties as assigned.

Work Environment/Physical Requirements

- Office environment; exposure to materials returned in various conditions; occasional exposure to outside weather conditions
- Vision abilities include close; distance; peripheral; and depth perception.
- Frequently lift and carry up to 15 pounds; occasionally push/pull up to 50 pounds using cart; frequently sit, stand, kneel, squat, bend, twist, grasp; and reach above shoulders to move materials.