

**Princeton Public Library  
Position Description**

**TITLE: Library Clerk**

**RESPONSIBILITIES OF POSITION:**

Under general supervision, performs clerical and other library work as required.

**DUTIES/EXAMPLES OF WORK:**

1. Performs circulation desk procedures, such as checking in and checking out materials, registering patrons and collecting fines.
2. Checks in deliveries of interlibrary loan materials.
3. Processes, withdraws and reconditions library materials.
4. Shelves library materials and reads shelves.
5. Sorts and routes mail.
6. Assists with library programs and displays.
7. Assists patrons with operations of library equipment and computers.
8. Answers directional and basic reference questions, and refers patrons to appropriate personnel.
9. Performs light housekeeping duties.
10. Performs other related work as required.

**KNOWLEDGE AND ABILITIES:**

1. Working knowledge of library methods and procedures.
2. Ability to operate library equipment and computers.
3. Ability to communicate effectively with staff and public in person or over the telephone.
4. Keyboarding and filing ability.
5. Working knowledge of English grammar and spelling.
6. Willingness to maintain skills in above-mentioned areas through active participation in appropriate library skills learning experiences.

**PHYSICAL DEMANDS OF POSITION:**

1. Sitting, standing, walking, climbing and stooping.
2. Bending, twisting and reaching.
3. Talking and hearing; use of the telephone.
4. Far vision at 20 feet or further; near vision at 20 inches or less.
5. Lifting, carrying: 50 pounds or less.
6. Handling: processing, picking up and shelving books.
7. Fingering: typing, writing, filing, sorting, shelving, and processing.
8. Pushing and pulling: objects weighing 60 pounds on wheels.

9. Mobility: travel to meetings outside library.

**MENTAL REQUIREMENTS:**

1. Communication Skills: effectively communicate ideas and information both in written and oral form.
2. Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins.
3. Ability to Comprehend and Follow Instructions: effectively follow instructions from director, verbally and in written form.
4. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division).
5. Time Management: set priorities in order to meet assignment deadlines.

**ENVIRONMENTAL/WORKING CONDITIONS:**

1. Inside work environment.
2. Flexible work hours; frequent evening and weekend hours.

**EDUCATION AND EXPERIENCE:**

1. High school diploma or GED required, some college courses preferred.
2. Computer knowledge required.
3. Experience working with the public required.
4. Some previous library work experience preferred.