



P.O. Box 239
Lockhart, TX 78644

Job Description Form

Job Title: Library Clerk/Part Time

Date: October 1, 2016

Pay Range: \$10.32 - \$12.02 - \$13.72 Hr.

Pay Grade: (21) Non-Exempt

Brief Description of the Job:

Under supervision performs phases of circulation duties. Works in close contact with the public. Does related work as required. **Nights and Weekends required.**

Essential Functions-Listed in descending order of frequency; in the Strength Column, S= Sedentary, L=Light, M=Medium, H=Heavy; For Physical Demand Code See Below	% of Time	Strength	Physical Demand Code
Essential Functions			
1. Checks materials in and out	20	L	A,C,D,E,F,G,H,J K,M,Q,S
2. Enters patron data in computer	5	L	A,I, Q,R,S
3. Notifies patron of reserves, overdue, and fines	5	L	A,B,C,I,Q,R,S
4. Collects fines and overdues	5	L	A,C,I,Q,R,S
5. Searches for lost or misplaced materials	5	L	A,B,C,E,G,H,I,Q,R,S
6. Lifts and carries equipment	5	M	A,C,D,E,G,H,J,K, M,O,P,Q
7. Pushes and pulls book carts	20	M	A,C,F,H,Q
8. Shelves books	10	M	A,C,D,E,G,H,J,K, M,O,Q
9. Answers patron questions over phone	5	S	A,B,C,G,M,O,Q,R,S
10. Processes library new materials	20	S	B,I,Q
	100		

A. STANDING D. LIFTING G. REACHING J. KNEELING M. BENDING P. BALANCING S. TALKING
 B. SITTING E. CARRYING H. HANDLING K. CROUCHING N. TWISTING Q. VISION T. FOOT CONTROLS
 C. WALKING F. PUSH/PULL I. FINE DEXTERITY L. CRAWLING O. CLIMBING R. HEARING U. OTHER: _____

PHYSICAL DEMANDS

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OVERALL STRENGTH DEMANDS:

SEDENTARY LIGHT MEDIUM X HEAVY Very Heavy

For each physical demand code listed on Page 1, C=Continuously, F=Frequently, O=Occasionally, and R=Rarely

A. STANDING	<u> C </u>	G. REACHING	<u> F </u>	M. BENDING	<u> F </u>	S. TALKING	<u> C </u>
B. SITTING	<u> F </u>	H. HANDLING	<u> F </u>	N. TWISTING	<u> R </u>	T. FOOT CONTROLS	<u> </u>
C. WALKING	<u> C </u>	I. FINE DEXTERITY	<u> F </u>	O. CLIMBING	<u> F </u>	U. OTHER: _____	<u> </u>
D. LIFTING	<u> F </u>	J. KNEELING	<u> F </u>	P. BALANCING	<u> F </u>		
E. CARRYING	<u> F </u>	K. CROUCHING	<u> O </u>	Q. VISION	<u> C </u>		
F. PUSH/PULL	<u> F </u>	L. CRAWLING	<u> R </u>	R. HEARING	<u> C </u>		

THIS IS A DESCRIPTION OF THE WAY THIS JOB IS CURRENTLY PERFORMED; IT DOES NOT ADDRESS THE POTENTIAL FOR ACCOMMODATION.

Physical Demand	Description
Walking/Standing	Shelving books, working circulation desk, assisting patrons
Pushing/Pulling	Book trucks when shelving; moving books.
Lifting/Carrying	Mail duties; moving books; equipment
Sitting	Working at computer; filing searching for lost book cards; phoning patrons
Climbing	Stairs to shelve books; assisting patrons; searching for materials
Vision/Hearing	Paperwork; statistics; computer work; assisting patrons at circulation desk
Talking	Phoning patrons; communicating with patrons at desk for assistance & reference
Handling	Books; paperwork; equipment
Bending/Reaching	Shelving books; getting books and materials for patrons
Find Dexterity	Computer work

PHYSICAL DEMANDS

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MACHINES, TOOLS, EQUIPMENT AND WORK AIDES

Computers, copy machine, typewriter, micro-film machine, VCR, Calculator, telephone

ENVIRONMENTAL FACTORS

Most work is inside, but book sales and other special programming could require outside work.

PROTECTIVE EQUIPMENT

NONE

NON-PHYSICAL DEMANDS

Frequency Codes: F= Frequent O= Occasionally R= Rarely

Time Pressures	<u>F</u>	Emergency Situations	<u> </u>
Noisy/Distracting Environment	<u>O</u>	Tedious Exacting Work	<u>F</u>
Performing Multiple Tasks Simultaneousl	<u>F</u>	Working Closely with Others as part of a Team	<u>F</u>
Danger/Physical Abuse	<u> </u>	Irregular Schedule/Overtime	<u>F</u>
Frequent Change of Tasks	<u>F</u>	Other (Description Below:)	<u> </u>

JOB REQUIREMENTS

FORMAL EDUCATION

High School diploma or GED

EXPERIENCE

One year clerical experience or public contact; some computer knowledge; type 20 words per minute; ability to communicate effectively with patrons of all ages; ability to deal with large volume of work in short period and multiple tasks.

OTHER REQUIREMENTS

Computer knowledge; works with the public; operates office equipment.
Must be able to work evenings & weekends

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READING

Answering research questions; filing; shelving books; registering patrons; statistics; interlibrary loans.

WRITING

Patron and staff requests and information; statistics; over-due notices; reserves.

MATH

Fines and fees; making change; statistics.

OTHER REQUIRED SKILLS:

Reasoning, Supervisory, Managerial, Interpersonal:

Works well with library staff in very tight working quarters. Meet frequent deadlines; communicating effectively with public of all ages and staff.

SIGNATURES - REVIEW AND COMMENT

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

I have reviewed the experience and qualification requirements of the job and I feel I am qualified.

Applicant/Employee - Print Name

Signature

Date

Supervisor- Print Name and Title

Signature

Date

Comments:

