

# City of Lockhart, Texas

## JOB DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Library Clerk

**Department:** Library

**Pay Grade:** 101

**FLSA Status:** Non-Exempt

#### JOB SUMMARY

The Library Clerk provides support to patrons in utilizing Library services and assists patrons in using computers and locating information. It also works at the circulation desk checking books in/out; cataloging new materials; shelving materials, and processing payments for fines.

#### ESSENTIAL JOB FUNCTIONS

- Checks materials in and out.
- Checks drop box for books.
- Enters patron data into computer.
- Notifies patrons of reserves, overdue materials, and fines.
- Counts money; collects fines for overdue library materials, collects fees for library services; uses cash register; makes change; and closes out cash register.
- Searches for lost or misplaced materials.
- Lifts and carries equipment.
- Pushes and pulls book carts.
- Shelves books; organizes books (uses the Dewey Decimal System).
- Helps patrons with computers; assists patrons in locating information; and answers patron questions over the phone and in person.
- Registers patrons for computer classes, storytime, and computer usage.
- Assists with upkeep and maintenance of materials; repairs books.
- Processes Library new materials; checks in magazines and CDs; and covers books.
- Provides administrative support with Library reports and records.
- Provides clerical support such as faxing, scanning, emails, etc.
- Works with volunteers.
- Assists with program set-up; prints and maintains general library brochures.
- Performs other related duties as assigned.

## QUALIFICATIONS

### **Education and Experience:**

Requires High School diploma or equivalent, one (1) year of related clerical work experience with some contact with the public, or an equivalent combination of education and experience.

### **Licenses or Certifications:**

- None.

### **Special Requirements:**

- Ability to maintain regular, reliable in-person attendance.
- Available to work evenings and weekends, including an irregular schedule.
- Type twenty (20) words per minute (wpm).
- Familiar with the Dewey Decimal System.

### **Knowledge, Skills and Abilities:**

- Knowledge of computers and data entry.
- Knowledge of library cataloging systems.
- Skill in typing and data entry.
- Skill in using Office and department software.
- Skill in using office equipment.
- Skill in communicating with the people of all ages.
- Skill in filing.
- Skill in performing basic math computations including addition, subtraction, multiplication, division, and giving change.
- Ability to gather data and statistics.
- Ability to work evenings and weekends.
- Ability to deliver positive customer service.
- Ability to work with others.
- Ability to meet deadlines.
- Ability to deal with the public and maintain composure with angry individuals.
- Ability to deal with a large volume of work in a short period of time.
- Ability to multitask.

## PHYSICAL DEMANDS

The work is medium work. The employee is frequently required to apply 30 pounds of force to move objects. The employee is occasionally required to exert up to 50 pounds of force to move objects. Additionally, the following additional physical abilities are required (Demand Code: C=Continuously, F=Frequently, O=Occasionally, R=Rarely):

F	• Balancing: Maintaining equilibrium to prevent falling while walking, standing, or crouching.
F	• Climbing: Ascending, descending ladders, stairs, and ramps; requiring body agility.
R	• Crawling: Moving about on hands, knees, or hands and feet.
O	• Crouching: Bending the body downward and forward by bending leg and spine.
O	• Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
F	• Handling: Picking, holding, or otherwise working, primarily with the whole hand.

C	<ul style="list-style-type: none"> <li>Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction; receiving detailed information through oral communication; and making the discrimination in sound.</li> </ul>
F	<ul style="list-style-type: none"> <li>Kneeling: Bending legs at knee to come to a rest on knee or knees.</li> </ul>
F	<ul style="list-style-type: none"> <li>Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position, occurring to a considerable degree; requiring substantial use of upper extremities and back muscles.</li> </ul>
F	<ul style="list-style-type: none"> <li>Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.</li> </ul>
F	<ul style="list-style-type: none"> <li>Pulling: Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.</li> </ul>
F	<ul style="list-style-type: none"> <li>Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.</li> </ul>
F	<ul style="list-style-type: none"> <li>Reaching: Extending hand(s) and arm(s) in any direction.</li> </ul>
F	<ul style="list-style-type: none"> <li>Repetitive Motion: Substantially moving the wrist, hands, and/or fingers.</li> </ul>
F	<ul style="list-style-type: none"> <li>Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to others accurately and concisely.</li> </ul>
C	<ul style="list-style-type: none"> <li>Standing: Being erect particularly for sustained periods of time.</li> </ul>
O	<ul style="list-style-type: none"> <li>Stooping: Bending body downward and forward by bending spine at the waist, occurring to a considerable degree; requiring full motion of the lower extremities and back muscles.</li> </ul>
C	<ul style="list-style-type: none"> <li>Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other co-workers accurately, loudly, or quickly.</li> </ul>
O	<ul style="list-style-type: none"> <li>Talking 2: Shouting to be heard above ambient noise.</li> </ul>
C	<ul style="list-style-type: none"> <li>Visual Acuity 1: Having close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or reading extensively.</li> </ul>
C	<ul style="list-style-type: none"> <li>Walking: Moving about on foot to accomplish tasks, particularly for long distances, or moving from one work site to another.</li> </ul>

**WORK ENVIRONMENT**

Work is performed in a relatively safe and secure work environment; inside a climate-controlled building; with occasional work outside for special events such as books sales; and with periodically unpredictable requirements or demands.

***The City of Lockhart has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date