

LaGrange County Public Library

JOB ANNOUNCEMENT: LIBRARY CLERK

The LaGrange County Public Library is seeking a Library Clerk. The Library Clerk performs a variety of clerical duties, technical duties, and public services related to the daily operation of the Library. This is a part-time position and job duties may be performed at any of the Library's three locations in LaGrange, Topeka, and Shipshewana.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Opens and closes the Library following established procedures.
- Provides service to patrons at the circulation desk and other service points in the Library.
- Checks materials in and out using an automated library system.
- Issues and renews patron's library cards and updates library accounts.
- Greets patrons and assists in the location of materials.
- Calculates and collects fines and fees due from patrons.
- Monitors Library security and safety and helps enforce Library Rules.
- Maintains library public areas in clean and orderly fashion by maintaining displays, cleaning computer terminals, shelving materials, and organizing library records.
- Interacts with other staff members and participates in staff meetings to discuss and resolve problems, and keep updated on Library activities, practices, and procedures.
- Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

- Ability to communicate effectively, patiently, and courteously with patrons and coworkers.
- Ability to multi-task, learn, and take directions.
- Ability to operate a computer system, keyboard, and basic software applications.
- Ability to operate basic business equipment such as a copier, printer, and telephone.
- Ability to speak and read English and alphabetize accurately.
- Ability to stand and sit for extended periods of time.
- Ability to stoop, bend, and push a loaded book cart weighing up to fifty pounds.
- Ability to work a schedule that includes weekday, evening, and weekend hours.

REQUIRED EDUCATION, EXPERIENCE, & TRAINING:

- Must be at least eighteen years of age and possess a high school diploma, or the equivalent.
- Must be able to competently operate a computer and utilize an automated library system.
- Must have some experience working in or using a library.

TO APPLY:

◦ If you are interested in this opportunity, please obtain a blank application at the LaGrange County Public Library Circulation Desk and submit the completed application to the Desk Clerk. (Applications may also be obtained online at <http://www.lagrange.lib.in.us/>)

◦ Applications received by 5:00 pm on Friday, April 9, 2021, will be given first priority. The LaGrange County Public Library would like to thank all applicants, however only those who qualify for an interview will be contacted. The LaGrange County Public Library is an equal opportunity employer.