

**Position Title: Circulation Department Clerk**

**Classification:** Library Assistant I

**Reports to:** Circulation Department Supervisor

**Responsibility:**

To provide public service support to library patrons.

**Duties:**

- Charges and discharges library materials.
- Complete opening/closing procedures in a timely manner.
- Registers borrowers.
- Collects and records fines and other charges and fees.
- File patron registration.
- Shelve or file library materials accurately.
- Completes faxing for patrons.
- Performs “hard laminating.”
- Double check items on return carts.
- Call patrons to pick up reserves.
- Answers telephone and performs wide range of clerical public contact duties.
- Open and deliver mail.
- Take reserve requests.
- Assists readers in routine selection and location of books, periodicals, and other materials.
- Assists with reference questions.
- Schedule study rooms
- Register voters.
- Check in, stamp and put out magazines.
- Assist with inventory, including updating the *What's Next* book for items that we own.
- Shelf reads assigned areas.
- Perform other duties as required.

**Authority:** Does not supervise other employees but performs under direct authority of the Circulation Department Supervisor.