



JOB TITLE: Part-Time Library Clerk
REPORTS TO: Children's Library Director
JOB TYPE: Part-Time

Essential Duties

- Assisting with children's programming.
- Updating databases and files.
- Sorting and Shelving books.
- Registering new patrons.
- Cataloging new materials.
- Maintaining records and sending overdue notices.
- Checking in and out various library materials.
- Assisting patrons wherever necessary.
- Other duties as requested

Qualifications

- High school diploma or equivalent.
- Research and memorization skills.
- English, math and computer skills.
- Attention to detail.
- On-the-job training.