

Arrowhead Library System

Job Description

Class Title: Clerk Typist

Job Title: Mail-A-Book Clerk

Nature of Work:

To provide day-to-day operations, including circulation, shelving, material processing, basic reference, interlibrary loan, for library service by mail to Arrowhead Library system rural and homebound residents.

Examples of Work:

Unpacks and shelves returned library materials;
Uses automated circulation system to check-out and check-in materials, to register patrons, to determine if fines are owed, overdue items are out, or items are on reserve;
Prepares library materials for mailing, including using the postage machine;
Unpacks and processes materials in all formats;
Assists in conversion of materials on automated system;
Assists in weeding the collection. Deletes holdings on automated system;
Records statistics for reports using spreadsheets, database, and/or word processing programs;
Creates books lists and/or bookmark flyers;
Maintains reading lists using computer programs;
Registers library patrons;
Handles interlibrary loans;
Prepares form letters for patrons;
Uses email and the telephone to renew materials for patrons and to take requests;
Runs short errands occasionally (less than 6 times a year);
Prepares and performs age-appropriate story-times at a remote location (a minimum of 3 times a year);
Assists patrons via email or the telephone with the use of the online catalog and databases and downloadable audio books;
Performs other duties as assigned;

Abilities and Skills:

Ability to operate personal computer, printer, typewriter, photocopier, postage machine, telephone, and fax machine;
Ability to search a public access automated catalog;
Ability to see a computer screen;
Ability to file and retrieve documents/data in alphabetical and numerical order;
Ability to explain Mail-a-Book services to new patrons;
Ability to hear, comprehend, and respond to people in telephone conversations;
Ability to establish effective working relations with other ALS employees.

Training and Experience:

2 years of college;

Working knowledge of books and authors;

Training or skill in using word processing and spreadsheets;

Participation in Minnesota Certification for Library Employees Workshops. "Introduction to Library Service Day 1 and Day 2" and completion of the homework is required.

Special Requirements:

Valid driver's license;

Ability to sit, stand, stoop, bend, stretch, climb ladders, lift and move books and carts of books up to 50 lbs to retrieve and replace items.

6/26/08 10:35AM c:\mail a book clerk job desc.doc