

Mascoutah Public Library: Circulation Clerk

Job Description

Circulation clerks are the front line service staff of the library. The primary jobs of the Circulation Clerk are to work the circulation desk, provide customer service, and assist patrons using the library and its resources.

Duties & Responsibilities

Perform circulation functions using the Polaris computer system
Register patrons for library cards and renews patron library cards
Shelve library materials
Check shelves to ensure materials are neat and in proper order
Perform opening and closing procedures
Operate the cash register, collect cash, and make change
Operate the copy machine, scanner, printers, and fax machine
Operate patron computer reservation and printing systems
Answer telephones and directs calls
Assist patrons on the public computers
Assist patrons with library apps & databases
Provide customer service
Assist patrons with locating library materials
Provide basic reference and readers' advisory
Perform other duties as assigned

Education & Skills

High school diploma or equivalent
Computer proficiency
Customer service skills
Critical thinking skills and an attention to detail

Physical Demands

Must have the ability to lift (moderate – up to 50 pounds) push, bend and stretch

Scheduling Requirements

8 hours per week
Night & Saturday availability

Compensation

\$15.50 per Hour