



# Logan County Public Library

**JOB TITLE:** Public Services Clerk

**REPORTS TO:** Public Services Supervisor

**STATUS:** Non-Exempt

**PRINCIPAL PURPOSE OF JOB:** Provides direct customer service to library users. Assists in maintenance of overall appearance of the library through shelf reading and tidiness and upkeep of public areas.

**LEVEL OF AUTHORITY:** Performs duties with moderate supervision following established procedures and deadlines.

**WORK ENVIRONMENT:** Work is performed primarily in an indoor office setting with potential exposure to dusty atmosphere and exposure to airborne pathogens.

## **ESSENTIAL JOB FUNCTIONS**

1. Perform all front-desk duties as required. Duties include, but are not limited to: providing excellent customer service; item check-ins and check-outs; collecting charges from library users; providing assistance to users by answering questions of a technical and informational nature; assisting users with office equipment; issuing new library cards.
2. Maintain an orderly, clean, and efficient public service area. This may include various duties related to opening/closing procedures.

## **QUALIFICATIONS**

Technical

1. Must have excellent communication skills.
2. Must have the ability to work with numbers accurately and understand verbal and written instructions.
3. Must have ability to place multiple items in order alphabetically and/or numerically. This is a frequent, repetitive task.
4. Must have ability to adequately utilize automated library circulation systems.

**PO Box 357, Russellville, KY 42276**  
**(270) 726-6129**      **[www.loganlibrary.org](http://www.loganlibrary.org)**

## Physical

1. Strength, for example, to push loaded book cart weighing approximately 300 pounds on level floor and to lift or maneuver onto cart loads up to 50 pounds.
2. Ability to bend, stoop, and lift for prolonged periods in cramped spaces.
3. Ability to stand and use computer workstation, including keyboard and visual display terminal, for extended periods of time.

## Other

1. Attention to detail and accuracy.
2. Ability to communicate effectively, patiently, and courteously with other staff and library users.
3. Ability to handle multiple activities or interruptions at once and to work positively and effectively within a team model.
4. Ability and willingness to use and respond to non-verbal communication, such as body language and eye contact.
5. Ability to work a schedule including weekday, evening, weekend, and morning hours.
6. Full-time circulation staff must possess, or have ability to secure, Paraprofessional certification as defined by the Kentucky Department for Libraries & Archives.
7. Full-time circulation staff must be registered as and perform duties of a notary public.

## USE OF TOOLS AND EQUIPMENT

Office equipment, including but not limited to: Office equipment, including but not limited to: computer, microfilm reader, paper cutter, fax, copier, telephone, and laminator. Computer programs such as G-Suite and Office Suite will be used frequently, along with internet browsers and other programs.

**The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise to balance the work load.**

*Last reviewed and updated by Library Director on 04/26/2023*