

Evans City Public Library

Position: Library Clerk

The Library Clerk performs a variety of routine clerical and customer service duties to support daily library operations. This position assists patrons with basic inquiries, circulation services, and use of library resources while helping maintain an organized, welcoming, and efficient library environment. The Library Clerk works under the supervision of library management and follows established policies and procedures.

Schedule & Compensation:

This is a **part-time position** scheduled for **Tuesdays, Wednesdays, and Thursdays from 10:00 a.m. – 6:00 p.m., with 1–2 Saturdays per month required.**

Pay Rate: \$11.00 per hour Hours: 24-32 hours/week

Examples of Duties

- Assist patrons at the circulation desk, including checking materials in and out, issuing library cards, and collecting fines or fees.
 - Provide basic directional and informational assistance to patrons regarding library services, programs, and locations of materials.
 - Answer phones and respond to general inquiries in person or via email.
 - Shelve, organize, and straighten books and other library materials to maintain accurate order.
 - Process new materials, including labeling, stamping, and covering items.
 - Assist with opening and closing procedures.
 - Support library programs and events through setup, cleanup, and basic participant assistance.
 - Maintain public areas in a clean and orderly condition.
 - Operate standard office equipment such as computers, printers, copiers, and scanners.
 - Perform data entry and basic record-keeping tasks.
 - Follow library policies regarding confidentiality and patron privacy.
 - Perform other related duties as assigned.
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Knowledge

- Basic understanding of library services, policies, and procedures.
- Familiarity with alphabetical and numerical filing systems.
- General knowledge of computers, internet use, and common office software.

- Awareness of customer service principles and practices.

Skills

- Strong customer service and interpersonal communication skills.
 - Basic computer and data entry skills.
 - Organizational and time-management skills.
 - Be able to operate a cash register and copier machine
 - Ability to follow written and verbal instructions accurately.
 - Attention to detail when shelving and processing materials.
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Abilities

- Ability to interact courteously and effectively with patrons of all ages and backgrounds.
 - Ability to learn and apply library systems and procedures.
 - Ability to work independently as well as part of a team.
 - Ability to handle multiple tasks in a busy public service environment.
 - Ability to stand, walk, bend, and lift library materials (typically up to 25 pounds).
 - Ability to maintain confidentiality and exercise good judgment.
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Position Requirements:

- High school diploma or equivalent
- The library clerk must exhibit confidence in communication with the public and the ability to work cooperatively with others
- Candidate must have current Child Abuse clearance; PA Criminal History; and FBI fingerprint-based record check

This description is intended to outline the general nature and level of work performed and is not an exhaustive list of all responsibilities.