COUNTY OF ERIE
POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: AUGUST 22, 2016

CLOSING DATE: SEPTEMBER 6, 2016

TITLE: HALF TIME LIBRARY CLERK

GRADE: 109

DEPARTMENT: LIBRARY-BRANCHES/FLOATER

BARGAINING UNIT: AFSCME Clerical/Technical

ENTRY RATE: $10.59/hour, $11,014/annual

HOURS PER WEEK: 20
Includes nights and weekends. Alternate work schedule will be applied. Must have use of personal vehicle.

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountypa.gov AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

Responsible for providing efficient, helpful circulation and related collection-use services to Library patrons. Assists professionals and managers as assigned.

DUTIES AND RESPONSIBILITIES:

Maintains circulation database. uses online, CD-ROM and other software programs to access information and helps patrons locate library materials. Works with different types of computers, printers, copiers, fax and other equipment and performs minor troubleshooting with equipment. Renews loans by telephone. Calls patrons for items on hold. Explains and performs circulation transactions. Collects money, record transactions and makes deposits. Responsible for using a cash register. Explains library policy and procedures to patrons in person and on the telephone. Registers patrons for library cards. Explains Internet services to patrons and enforces library Internet policies. Instructs patrons in using web interface, mouse, software, search engines and simple searches. Assists patrons at microforms desks. At the employee's option, may read stories to children, as assigned. Assists patrons in the use of library facilities. Provides a full range of patron services in obtaining requested material or information through computerized circulation system, interlibrary loan and searching bibliographies. May make recommendations of titles or subjects for selection to supervisor based on interactions with patrons. Handles patron complaints and minor disturbances; reports problems, verbally and in writing, promptly to supervisor. Contacts remote supervisor as needed. Maintains work desk and public areas; reports facilities maintenance problems to supervisor. Prepares material for circulation, affixing labels and covers as assigned. Maintains books, periodical and audio-visual collections through repairs, cleaning and mending. Clips materials for vertical file. Assists

supervisor with discarding material from collection. Prepares paperbacks, magazines and other materials for input. Maintains inventory and orders supplies when needed. Shelves books and maintains collection by straightening, shifting shelves, shelf reading and checks materials for repair or possible weeding. Sets up displays to promote library use and library materials. Performs duties with minimum supervision or with no supervisor on site. Assists with and promotes special projects and programming as assigned by supervisor. Uses Sirsi Dynix (Integrated Library System) software; Internet browser, CD-ROM software and PCs or terminals; uses copiers, cash register, microform reader-printers, fax machine. May be assigned to drive Bookmobile or work on Bookmobile. May perform other activities needed to maintain public library.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS AND ABILITIES:
Able to read computer screens and print. Able to verbally communicate with public in person and on the telephone. Ability to shelve books and operate office equipment.

MINIMUM REQUIREMENTS/QUALIFICATIONS :
High school degree or equivalent required. Ability to type 30 words per minute. Ability to file accurately and quickly in both numeric and alphabetic order. Able to lift 50 pound boxes.

CONDITION OF EMPLOYMENT:
The selected candidate will be pre-employment required to obtain, at their own expense, 3 forms of clearance, including PA State Police Criminal History Record Check; PA Child Abuse History; and FBI Criminal History Background Check including finger printing.