

BEAUREGARD PARISH LIBRARY  
JOB DESCRIPTION

**POSITION:** **CLERK**

**JOB SUMMARY:** Performs Direct (patron) Service tasks related to registration, circulation, and low- to -mid level reference and computer lab queries.

**DUTIES/RESPONSIBILITIES:**

- Greets patrons; answers phone
- Provide complete library services to patrons
- Performs opening and closing procedures as scheduled
- Cleans branch following prescribed cleaning and maintenance schedule and reports maintenance issues to Facilities Manager in a timely manner
- Provide new library cards for patrons as needed, checks data entry of library card applications for correctness.
- Assist patrons with information/other library needs (copying materials location, etc.)
- Knows and explains library policy to patrons
- Interview patrons having problems with computer programs, databases, card catalog, etc. to determine needs and re-teaching them when necessary
- Accepts patron requests; places hold for patron requests of items owned; forwards requests of items not owned for Interlibrary Loan or purchase
- Checks out and renews material; checks in materials
- Accepts payments for fines and fees and gives correct change
- Monitors patron usage of computers (time usage, no multiple, simultaneous log-ins, etc.)
- Works with patrons on reference questions; keeping abreast of available resources
- Shelves materials as needed; straightens shelves and performs Shelf Reading
- Maintains paper, toner, etc. for printer, fax, etc.
- Reports equipment failures to I.T. department and follows step-by-step direction to rectify, if possible.
- Maintains current displays, if applicable.
- Completes reports and checks lists as assigned.
- Processes in-coming and out-going branch distribution and branch's periodicals
- Execute programs at branch based on plans and supplies provided by main branch

**QUALIFICATIONS:**

High school graduate; some college preferred; some library experience preferred. Ability to follow verbal and written instructions and understand them, computer skills, ability to work variety of equipment, ability to file alphabetically and numerically, ability to work with others as a team member, ability to work with/around children, ability to work pleasantly and with tact. Must meet Essential Library, and key Public Service and Technology competencies as defined in the Competency Index for the Library Field (2014). Requires valid Louisiana driver's license, a clear driving record, and the ability to safely operate motor vehicles. Must pass background check.

**WORKING CONDITIONS:**

Indoor/office conditions to include some standing, sitting, walking, bending, and lifting up to 40 lbs. Intraparish travel required.

**HOURS:** 22 PER WEEK

**SALARY:** \$10.16-10.67/hr dependent on experience and qualifications

**SUPERVISOR:** BRANCH MANAGER

**BEAUREGARD PARISH LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER**