

Monroe County Library System

TITLE:	LIBRARY CLERK/ELLIS LIBRARY & REFERENCE CENTER
SUPERVISOR:	Supervising Librarian
NATURE OF WORK:	Perform library clerical operations.
DUTIES:	<ul style="list-style-type: none">• Work with Reference Staff to support reader services, including maintenance of the Government Documents Collection as well as scanning of documents for digital collections.• Participate in staff training;• Help keep library neat, clean and organized;• Collect and disseminate department materials, including mail, newspapers, and periodicals;• Telephone patrons concerning requested materials;• Search shelves for requested items;• Use of machines at branch and ability to instruct public in operation;• Use of automated circulation system and library computer resources including the Internet;• Instruct patrons in use of OPAC and Internet;• Responsible for knowing and following system procedures and policies;• Provide assistance in other departments and areas of the library system when assigned. While this position is currently assigned at the above location, MCLS reserves the right to require all employees to be available for assignments at any MCLS location.
QUALIFICATIONS:	Library, computer and office experience highly desirable, or other combination of education and work experience as determined by the director. Experience in working with the public. General computer and keyboarding skills. Ability to operate in an online, networked and hands-on environment. Familiarity with Internet searching and navigation.
DESIRABLE ATTRIBUTES:	Familiarity with library operations, procedures, and materials. General knowledge of reference material and patron interests. Ability to relate well to the public and library staff. Concern for detail and in-depth public service. Excellent telephone manner. Honest, dependable, flexible, self-starting, enthusiastic, energetic, well-groomed.
PHYSICAL REQUIREMENTS:	Ability for prolonged sitting; with frequent standing; walking; bending and squatting; reaching and overhead lifting of books from high shelving;

requires the ability to lift ten to fifteen pounds frequently and thirty pounds occasionally. Requires the ability to occasionally push and/or pull heavy rolling carts.

HOURS: Up to 20 hours per week. Hours are assigned by supervisor and may include evenings and weekends.

GRADE: Clerical I \$13.62/hour (2023 wage)

APPLY TO: Business Office
Monroe County Library System
Mary K. Daume Service Center
840 South Roessler Street
Monroe, MI 48161

An Equal Opportunity Employer