

8/29/17

**Carnegie Library of McKeesport & Branches**  
**Job Description**

**PART-TIME CLERK**

18-19 hours per week – day, evening, weekend hours routinely scheduled

The right person for this job must be FLEXIBLE, willing and able to learn library computer system and people oriented. Training will be provided.

**DUTIES:**

- ❖ Use ILS (Sierra) to check materials in and out, renew materials, place holds & collect fines
- ❖ Issue library cards
- ❖ Provide basic and appropriate assistance to patrons, including readers' advisory and computer help
- ❖ Answer telephone, provide assistance, and refer to the appropriate person
- ❖ Fill patrons' requests
- ❖ Familiarize self with collection and materials available
- ❖ Be familiar with use of online catalog, databases and the internet
- ❖ Conduct ready reference in person or on phone
- ❖ Fax for patrons
- ❖ Work the "Monthly In-Transit and Missing Items" report
- ❖ Attend continuing education opportunities
- ❖ Occasional processing, shelving, clerical jobs as assigned
- ❖ Work at branches, as needed
- ❖ Work weekends and evenings as scheduled
- ❖ Any additional work that may be assigned

**REQUIREMENTS:**

- ❖ High school diploma
- ❖ Computer experience in windows environment
- ❖ Physically able to bend and reach top and bottom shelves
- ❖ Lift 20 pounds
- ❖ Must have 3 Clearances: Pennsylvania State Police Request for Criminal Records (Act 34); Child Abuse History Clearance(Act 151); Federal Criminal History Record with Fingerprinting (Act 114).