

# City of Justin, Texas

## Job Description

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

JOB TITLE: Library Clerk I  
DEPARTMENT/DIVISION: Library  
REPORTS TO: Library Director

### **SUMMARY:**

Under direct supervision, performs a variety of routine duties in support of Justin Community Library operations; shelves and maintains library materials; assists in maintaining the Library's facilities; and provides general assistance to library patrons.

### **ESSENTIAL JOB FUNCTIONS:**

- Assists patrons by checking books in and out, assigns library cards, collects fees, maintains accounts, and provides information as needed.
- Maintains library materials by checking in dropped off items, sorts items on book carts and on shelves, re-shelves items and cleans materials.
- Assists with interlibrary loans by ordering, receiving, and returning materials for patrons. Maintains files.
- Assists in compiling, printing, sorting, and distributing notices to patrons with overdue, lost, or damaged library items.
- Assists in collecting and compiling statistics for reports.
- Assists with projects and administrative work.
- Performs other duties by conducting opening and closing procedures.
- Performs other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the basic operations of a municipal library.
- Skilled in operating a computer, related software applications, and routine office equipment.
- Ability to interact with the public, city employees, and other city officials in a positive, professional, and productive manner.
- Ability to follow verbal and written instructions.
- Ability to accurately sort and file alphabetically and numerically.
- Ability to maintain regular and predictable attendance.

### **MINIMUM QUALIFICATIONS:**

- Any combination of education and experience that will demonstrate the ability to perform the essential job functions.
- Valid driver's license.

**CONDITIONS OF EMPLOYMENT:**

- Must fill out an Employment Application.
- Must pass a pre-employment criminal history check and drug test.

(Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time. This is an *at-will* position without a definite duration or term of office. The City of Justin is an Equal Opportunity Employer and committed to compliance with the Americans with Disabilities Act.)