



EDUCATION AND EXPERIENCE

Apply to:

Typical Activities:

Southwest La Plata Library District  
Library Clerk/Library Clerk Substitute  
Job Description

Under the direction of the Southwest La Plata Library Director, the Library Clerk/Substitute will be responsible for the following:

I. Patron Assistance

The Library Clerk/Substitute, in the absence of the Branch Manager, will provide assistance to library patrons in finding and selecting library materials, will assist patrons in the use of library equipment, will provide proactive, friendly service to customers, and will provide a safe and welcoming environment for library patrons, including maintaining an orderly appearance of the library.

II. Library Materials

The Library Clerk/Substitute, in the absence of the Branch Manager, will perform circulation activities including checking in and out materials.

III. Other Duties

The Library Clerk/Substitute will perform related duties as required by the Library Director or the Branch Manager.

EDUCATION AND EXPERIENCE

A high school diploma or equivalent is required.

