

Library Clerk

The Camas County Public Library is looking for a part-time (10-12.5 hrs/week), detail-oriented library clerk with computer experience, a good memory, and great people skills. Library clerks can expect to check books and other materials in and out of the library, work with audio-visual equipment from time to time, and assist cataloging library resources. Other responsibilities include helping patrons use the public computers and printers, processing new library materials, repairing damaged books, sending out overdue notices, helping visitors find what they need, and setting up book displays. It is sometimes required that the clerk will be working alone.

Successful library clerks should have excellent organization skills and a kind, friendly demeanor. Ideal candidates will have a passion for reading and learning, good English, math and computer skills, and some customer service experience.

Library Clerk Responsibilities:

- Updating files
- Sorting and Shelving books
- Registering new patrons
- Cataloging and processing new materials
- Maintaining records and sending overdue notices
- Checking in and out various library materials
- Assisting patrons wherever necessary
- Other responsibilities as assigned

Library Clerk Requirements:

- High school diploma or equivalent
- English, math and computer skills
- Attention to detail