



## HARNEY COUNTY

### LIBRARY CLERK II

**Days / Hours:** 10 hours per week

**Salary/Benefits:** \$14.05/ HOUR

#### **ESSENTIAL JOB FUNCTIONS:**

Maintain flow of circulation materials, including checking in and out books and media; shelve and straighten books and media; process new books; and organize donated paperbacks.

Assist library patrons including library card applications, find and print book requests for potential acquisition and interlibrary loan, answer questions, oversight and troubleshooting of public use computers, collect fees and fines, explanation of library programs such as Library2Go.

Respond to technical services calls and assist with troubleshooting public use computers, printers, copiers and other devices.

Process items delivered by mail, UPS, FedEx, and Courier. Process items to be mailed and/or shipped.

Open and close library.

Follow all safety rules and procedures for work areas.

#### **Mandatory Requirements:**

- Working knowledge of computers, office software & basic research procedures
- Good customer service skills
- Ability to work, manage time, and complete projects.
- High School diploma/GED supplemented by additional training, or satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

#### **Preferred, but not required:**

- Should have a working knowledge of the principles and practices of the public library functions, maintain positive public contact with the general public

**Application Closing Date and Time:** July 16, 2021 at 5 pm. Obtain an employment application from Human Resources, by email at [deanna.atwell@co.harney.or.us](mailto:deanna.atwell@co.harney.or.us) or call 541-573-8373, The application is also available on the Harney County website under the Human Resource Department.

**Harney County is an AA/EEOE.**