

Temporary Library Clerical Position

The Elko County Library is accepting applications for a temporary position. This position will terminate July 1, 2017.

Hours: Mon-Fri 9AM – 5PM

Wage: \$8.25 - \$10.00 per hour

Description of duties:

Duties include but are not limited to cleaning and shelving materials quickly and accurately, checking materials in and out, assisting patrons with various needs, and data entry. General knowledge of computers and office equipment required.

PHYSICAL DEMANDS

Work is performed in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of these jobs, the employee is frequently required to talk or hear, sit; use hands to finger, handle, feel or operate objects or controls, and reach with hands and arms. The employee is occasionally required to stand or walk.

All interested individuals for any of these positions must be able to lift and/or move up to 35 pounds.

Elko County is an equal opportunity employer.

In compliance with applicable laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.

Applications may be picked up and returned to:

Elko County Library
720 Court Street
Elko, Nevada 89801



Temporary Library Clerical Position

DEFINITION

Responsibilities range from routine clerical and customer-service activities through different departments.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Library Director

EXAMPLES OF DUTIES

The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Help and cover the circulation desk when necessary
- Assists the Reference Librarian, as assigned.
- Assists the Assistant Director, as assigned.
- Assists with daily clerical duties.
- Shelves library books and materials quickly and accurately.
- Mail materials for the branch libraries.

QUALIFICATIONS

GENERAL KNOWLEDGE OF:

- Computers, office equipment, and various craft tools.
- The Dewey Decimal Classification System and the Library of Congress subject headings.

ABILITY TO:

- Ability to communicate effectively, patiently, and courteously with library employees, supervisor, patrons, and other community members.
- Ability to handle multiple activities or interruptions at once and to work positively and effectively within a team model.

OTHER REQUIREMENTS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and / or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.