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**Three Rivers Public Library District Job Description**

**Youth Services Clerk**

**Definition**

Under the supervision of the Youth Services Librarian, the Youth Services Clerk is responsible for a variety of tasks in support of the Youth Services Department. Also performs tasks related to circulating library materials and registering library users.

**Responsibilities and Duties Include:**

* 1. Provides friendly, courteous and accurate service to all users
  2. Provides circulation, reference and readers advisory assistance at the youth services service desk on a regular basis. Refers questions to appropriate staff for further assistance
  3. Assists with preparation of program materials as assigned
  4. Prepares booklists, bibliographies and books displays as assigned
  5. Understands and implements library procedures and policies, while safeguarding confidential and restricted information
  6. Other duties as assigned

**Knowledge, Skills and Abilities:**

* 1. Basic knowledge of Youth Services practices, procedures and technologies
  2. Basic knowledge of children’s literature and child development
  3. Ability to deal courteously and diplomatically with patrons and colleagues
  4. Ability to conduct patron interviews
  5. Ability to take initiative and use good judgment in making decisions and referring questions
  6. Ability to communicate effectively, both in writing and orally
  7. Ability to remain calm in difficult situations
  8. Ability to follow tasks to completion
  9. Basic computer and keyboarding skills
  10. Ability to bend, stoop, lift and carry items up to twenty pounds
  11. Ability to use general office equipment

**Qualifications**

* 1. High School Diploma
  2. Two years work experience in a public contact position
  3. Two years previous experience with children
  4. Previous library experience preferred
  5. Position requires day, evening and weekend hours

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