

Blaine County Library Clerk

Blaine County has an opening for a part-time, as needed, Blaine County Library Clerk. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at www.blainecounty-mt.gov. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource **Position is open until filled.**

Blaine County is an Equal Opportunity Employer.

**BLAINE COUNTY
POSITION DESCRIPTION**

POSITION: Library Clerk

DEPARTMENT: Blaine County Library

ACCOUNTABLE TO: Blaine County Library Director

REVISED: July, 2018

The Library Clerk shall supervise the operation of the library in the absence of the Director and Assistant Librarian. All staff members must be knowledgeable of Montana Library Law, Library Records Confidentiality Act and all Blaine County Library Policies. **This is a part-time, as needed position**

Duties of the library clerk

1. Check library materials in and out and watch for items requiring repair
2. Repair books, DVDs, and CDs when needed
3. Keep the periodical section current and orderly
4. Shelve library materials, dust and straighten shelves
5. Remind patrons of overdue library materials
6. Assist patrons with the catalog, MTLibrary2Go, and locating materials
7. Assist patrons with reference, computer and technology questions
8. Maintain an orderly atmosphere in the library
9. Supervise children's programs in the absence of the Children's Librarian
10. Some light cleaning required

Technical Services

1. Familiarity with the operation of all machines in the library
2. Cover or laminate new books in preparation for circulation

General help

1. Assist staff members with various duties as needed

Other requirements

Proficient computer skills

Position requires excellent people and communication skills

Available to work varying shifts including evenings

Light lifting, stretching and kneeling will be required as shelving books or other projects demand.

**Blaine County Library Clerk
Position Fact Sheet**

Work Week:	Part-Time, As Needed
Salary:	\$11.06 per hour
Health Insurance:	None Offered
Vacation Leave:	Employee earns 10 hours per month based on 40 hour work week (eligible for use after 180 days of continuous employment)
Sick Leave:	Employee earns 8 hours per month based on 40 hour work week (eligible for use after 90 days of continuous employment)
Probationary Period:	6 months