



# TOWN OF TEWKSBURY

TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCES DEPARTMENT

(978) 640-4488  
FAX (978) 640-4302

## JOB POSTING

POSITION AVAILABLE: Library Clerical Assistant – Temp PT (Public Library)

QUALIFICATIONS: Must have a High School Diploma with effective communication skills and accurate typing/keyboarding skills. Previous experience with computers and work experience in a public Library preferred.

Specific job qualifications are listed in the job description attached.

HOURS: 12 hours a week (hours will vary according to library needs to include nights and weekends).

SALARY RANGE: Hourly \$15.75

BENEFITS: None

POSTING DATES: From: May 31, 2016  
To: June 14, 2016

TYPE OF POSTING: Open

Applications may be obtained on the Town's Website at [www.tewksbury.info](http://www.tewksbury.info) or at the Human Resources office at the Town Hall located at 1009 Main Street.

The Town of Tewksbury is an affirmative action equal opportunity employer.

This is a PRRB Addendum D position.

**Position Purpose:**

Performs basic library services and clerical work in the Library. Performs all other related work as required.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Checks materials out to patrons and checks in returned materials.
- Collects and records fine payments and makes change when necessary. Ensures that checks are completed correctly.
- Signs patrons up for new library cards and verifies residency requirements.
- Performs a variety of data-entry tasks.
- Performs a variety of technical processing tasks.
- Assists patrons in locating materials.
- Assists patrons with reserving materials.
- Must be familiar with policies and procedures and be able to explain to patrons.
- Receives and sorts mail.
- Answers telephone inquiries, and routes calls when necessary. Returns calls left on voicemail.
- Empties and processes book drop located outdoors.
- Reserves and distributes museum passes.
- Prepares and processes library materials for circulation.
- Shelves library materials and maintains collections in proper order.
- Assists librarians to maintain library displays and bulletin boards.
- Transports library materials between shelving locations and storage areas.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

High School Diploma or equivalent; Experience with computers and in a public library preferred; or any equivalent combination of education and experience.

**Knowledge, Ability and Skill:**

*Knowledge:* Basic knowledge of popular literature and modern library procedures.

*Ability:* Ability to interact in a positive and effective manner with employees and public and to work independently. Ability to speak clearly. Ability to alphabetize and perform inventory control. Ability to work effectively both independently and with others as required. Ability to execute oral and written instructions in a precise manner. Ability to operate a variety of office equipment and to understand and use office computer software. Ability to do repetitive work. Ability to manage multiple tasks in a prompt, efficient manner.

*Skill:* Basic computer and research skills. Excellent customer service skills.

**Physical Requirements:**

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.

Regularly required to walk, stand, sit, talk, and hear; climb or balance; stoop, kneel, crouch or crawl; reach with hands and arms; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time; distinguish color and text. May move objects weighing up to 30 pounds. Must be able to communicate.

**Supervision:**

*Supervision Scope:* Performs routine duties requiring a working knowledge of departmental operations and the exercise of judgment and initiative to perform duties and complete assigned tasks.

*Supervision Received:* Work is performed under the direct supervision of the Circulation Supervisor or his/her designee.

*Supervision Given:* None.

**Job Environment:**

- Work is performed under typical office and library conditions; the noise level is moderate; occasionally may be required to work outside of normal business hours.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Employee has constant contact with the general public. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to some department-related confidential information including patron records.
- Errors could result in a reduction in the level of library service.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*