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## JOB ANNOUNCEMENT

### LIBRARY CLERK

MEDFORD LOCATION- 20 HOURS

\$14.34 TO \$17.96 PER HOUR

CLOSES JANUARY 24, 2022 – OPEN UNTIL FILLED

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#### ABOUT JCLS

With more than 200 days of sunshine each year, Jackson County, Oregon is located midway between Portland and San Francisco. The region boasts beautiful valleys and mountain lakes, wineries, wild rivers, easy access to the Redwoods and coast, and cultural entertainment to rival big cities.



Jackson County Library Services (JCLS) serves the 220,000 residents of Jackson County with 15 branch libraries. The mission of the Jackson County Library District is to connect everyone to information, ideas, and each other. We provide a wide range of children's, teen, and adult physical and electronic resources and collections as well as outreach services, including booktalks for elementary and middle school students, services for homebound patrons, and outreach to childcare centers. Our ever-changing [calendar of programs](#) and events is diverse, including musical performances, lectures, art exhibits,

classes, book groups, storytimes, and more.

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#### THE POSITION

The Library Clerk position is responsible for high volume materials processing, ensuring that customers have access to well organized materials and receive prompt delivery services. Provides high level of indirect customer service to the public, coworkers, volunteers, and management. Maintains adult, teen, and children collections.

#### DUTIES AND RESPONSIBILITIES

- Maintains the order and accuracy of library collections by shelving materials based on collection, location, and priority; routine shelf-reading of the collection to maintain organization.
- Performs daily hold routines to gather materials for customer holds pickup.
- Performs searches for titles/materials that are reported missing either by customers or staff.
- Provides daily maintenance of the newspaper and magazine collections.
- May perform routine mending of library materials following guidelines and procedures established by the Technical Services Department.
- Participates in needed and/or assigned business-related activities and clerical responsibilities to ensure the library building is open and operational.

- Regular attendance.
- Performs other duties as assigned.

## KNOWLEDGE, SKILLS AND ABILITIES

- Customer service techniques to handle a variety of customer interactions.
- Effective oral and written communications.
- Promotional skills to provide customers with information about services, programs, and special events.
- Effective problem solving skills.
- Interpersonal skills to promote teamwork.
- Knowledge of Microsoft Office Suite.
- Basic knowledge of computers, related equipment, Internet and fundamental research, and commonly used office software to perform data entry and to create original documents, save, and open/review/edit existing documents.
- Knowledge of the educational, developmental, and interest levels of different populations served.
- Knowledge of basic library services including ability to use alpha and/or numeric systems for accurate and fast-paced materials placement.
- Basic library circulation policies and procedures (and designated Administrative Rules).
- Library print and electronic resources including commonly used reference sources, library databases, and/or Internet.
- Library's integrated library system.
- Ability to work both independently and in a team setting.
- Strong interpersonal skills.

## QUALIFICATIONS

### MINIMUM QUALIFICATIONS

1. High School Diploma or GED.

### DESIRED QUALIFICATIONS

1. Bilingual.

### SPECIAL REQUIREMENTS/LICENSES

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating a privately-owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

## WORKING CONDITIONS

While performing the duties of this position, the employee is continuously required to communicate by talking and listening, use of fingers and hands, repetitive motion and sitting. Frequently required to stand, walk, reach, sit and feel. Occasionally bend, stoop, grasp and rarely to feel, kneel or crawl. The position requires mobility, including the ability to move materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., may infrequently require moving materials weighing up to 20 pounds.

Manual dexterity and coordination are required over [75%] of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

Travel to other district locations and/or to workshops/professional meetings/conferences.

This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable.

Conditions may consist of the following:

- Reading for comprehension and direction (policies & procedures)
  - Speaking to share, respond and maintain relationships or to convey instructions and/or direction
  - Presenting to a wide range of ages and audiences to inspire lifelong learning
  - Considerable cognitive process to make effective decisions for non-routine work
  - Various equipment includes computers with a keyboard and mouse, telephone, and other electronic devices to share documents, information and discussion
  - Deadlines and changing priorities with multiple demands on time
  - Attendance at evening and weekend meetings and/or social/business events
  - Available for emergencies and off-schedule contacts
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## **SALARY**

This position is placed at range C on the JCLS salary schedule, and has a starting salary range of \$14.34 to \$15.23 per hour. The full salary range is \$14.34 to \$17.96 per hour. Placement on the salary schedule is based upon education and experience.

## **BENEFITS**

JCLS offers a competitive benefits package including 401(a), medical, dental and vision coverage to employees and qualified dependents. In addition, JCLS provides vacation, sick leave and paid holidays.

## **SELECTION PROCESS**

After the preliminary screening, selected candidates will be invited for an initial interview. Videoconference interviews (in lieu of an in-person initial interview) will be offered. Candidates to be interviewed will be selected from applicants who most closely meet the minimum and desired qualifications. Meeting the minimum qualifications does not guarantee an interview.

JCLS reserves the right to re-advertise the position or to delay indefinitely filling of the position if it is deemed that applicants for the position do not constitute an adequate applicant pool or if funding is not available.

## **CONDITIONS OF EMPLOYMENT**

Employees must satisfy all of the pre-employment requirements prior to appointment that include, but are not limited to; verification of their legal right to work in the United States, and a background check.

## **ACCOMMODATIONS**

Applicants requiring reasonable accommodations in completing the application or the interview process must notify the Human Resources Department in advance.

## **EQUAL OPPORTUNITY EMPLOYER**

JCLS provides equal employment opportunities to all employees and applicants for employment, and prohibits discrimination and harassment, of any type, without regard to race, color, religion, age, sex, national origin, marital status, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training.

The organization employs affirmative personnel measures to ensure the achievement of equal employment opportunities in all aspects of employment, and the work environment. These policies of nondiscrimination will

prevail throughout every aspect of the employment relationship, including recruitment, selection, compensation, promotion, transfer, layoff, termination, training, and conflict resolution.

## APPLICATION PROCESS

In order to be considered for this position, applicants must submit a **JCLS Application, Cover Letter and Resume**. The JCLS Application can be found at <https://jcls.org/about/job-opportunities/> These items must be turned in to the Human Resources Department no later than **January 24, 2022 at Midnight PST**.

Materials can be submitted by emailing to [hr@jcls.org](mailto:hr@jcls.org). Only candidates with complete materials and who meet the minimum qualifications of the position will be considered.