

City of Las Vegas Career Opportunity

Applications are being accepted for a part time **Library Clerk** for the City of Las Vegas Community Services Department.

Entry Level: \$7.50

Nature of Job: Library Clerk performs various clerical duties, assists at the circulation desk and training of staff in the daily library operation procedures. Operates and maintains circulation desk. Maintains statistics of patron visits and computer use. Assists patrons in the check-out and check-in process, accepting payment of fines, placing books on hold, issues new cards to patrons and maintains patron's information. Acquires books from other libraries through the Interlibrary Loan program for patrons. Catalogue all materials from the adult collections, including but not limited to books, videos, audio tapes/cds and periodicals. Cataloging also includes covering books, spine labels, date due slips, identifying books and database processing online and in-house. Weeding of titles and processing books for deletion. Contacting patrons of overdue materials and materials on hold. Assisting library users in the utilization of library resources, answering reference, directional and location questions for the public regarding the library. Deposits for daily transaction, monthly copier revenue and checks payable to the library. (A detailed job description is available at the Human Resource Office.)

Qualifications: High school diploma or equivalent and some experience in library or office setting. Valid NM Driver's License and must be insurable by the City's insurance carrier. Must have customer service experience.

Posted: General Public: July 8, 2015 thru July 15, 2015

General Public: Defined as any person interested in the position who meets the qualifications. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:



Elmer J. Martinez, City Manager



Human Resource Manager