



LOGAN-HOCKING COUNTY DISTRICT LIBRARY

230 East Main Street
Logan, OH 43138
P. 740-385-2348
F. 740-385-9093



Circulation Clerk

Minimum Qualifications:

High School Diploma

Preferred Qualifications:

One-three years of library experience

Required Knowledge, Skills, and Abilities:

- *Possesses a broad knowledge of library operations
- *Ability to exercise judgment within established guidelines
- *Ability to effectively communicate with public and staff
- *Ability to maintain an exemplary public service attitude at all times
- *Proficient computer skills.

Responsibilities:

- *Works on a day to day basis striving to meet assigned goals and objectives

Typical Duties:

- *Staffs the circulation desk in checking in and out library materials
- *Greet the public and assists with their searches for information and materials
- *Registers new patrons
- *Empties book drop and monitors patrons in library
- *Disinfects common surfaces
- *Performs other duties as assigned