



OREGON TRAIL LIBRARY DISTRICT

Library Clerk II Position Description

Job Title: Library Clerk II
Duration: 2026-2027 School Year (Semester 1 and/or Semester 2)
Supervisor: Kathy Street
Hours: 5-15 hours a week
Schedule: Flexible schedule Monday-Friday 8:00 a.m. – 5:00 p.m.

Performs responsible and varied para-professional library duties and clerical-administrative work; assists patrons in using library services and facilities.

General Duties

- Receives oral or written instructions from the Library Director or Library Assistants.
- Plans work according to established procedures.
- Checks out and receives materials at circulation desk, maintaining processing related records and statistics. May handle confidential information.
- Collects fines using an automated circulation system
- Maintains order in book stacks and assists in resolution of problems resulting from misshelved/misfiled materials.
- Opens, sorts and routes incoming materials.
- Prioritizes tasks within work assignment.
- Involves parents, teachers and adult volunteers in programs.
- Provides individual instruction in the use of library services and facilities, including search of catalog files, use of reference sources, and related information.
- Assists patrons in use of library equipment and materials.
- Operates equipment as needed.
- Prepares exhibits of books, materials and audio-visual equipment.
- Prepares posters, bulletins, and newsletters to promote use of library and facilities.
- Uses computer terminal in entering and retrieving information in library database and automated accounting systems.
- Answers telephones and provide routine information.
- Participates in inventory of books and materials.
- Reports work accomplished to supervisor.

Additional Duties

- Performs routine library services.
- Assumes responsibility for unit or program in temporary absence of a librarian.
- Responds to inquiries from patrons, vendors, and others.
- Types routine correspondence.
- Performs related tasks as assigned.

Supervised By

Receives general supervision from the Library Director and task direction from a Library Assistant.

Qualifications Profile

- The skills and knowledge required would generally be acquired with a High School equivalent.
- Ability to acquire a working knowledge of regulations and procedures pertaining to library responsibilities.
- Ability to relate in a friendly and open manner with patrons of all ages.
- Ability to type accurately.
- Ability to maintain accurate files and records.
- Ability to perform accurate mathematical computations.
- Ability to deal cooperatively with others.
- Ability to acquire skill to operate word and data processing equipment.

License or Certificate

Not Applicable

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Application Process

Application portal opens March 2nd, 2026, and application materials are required no later than April 3rd, 2026.

- High School Intern Application
- Resume
- Cover Letter