**Clerical**

Job Description:

This part-time position helps the Library Director with the following duties:

1. Assist with the process of bill paying and payroll, including creating vouchers and filing vouchers.
2. Use Quickbooks to create vouchers/reports.
3. File and organize a variety of documents which include but are not limited to: Library Board Meeting Minutes, Procedures Manual, and files for the Library Director.
4. Create documents, labels, correspondence, etc. as needed by the Library Director. Prepare copies for Library Board meetings.
5. Re-organize file drawers. Maintain and organize files in alphabetical order. Create new files as needed.
6. Maintain files in basement area and archive files as needed. Keep other library items organized in basement.
7. Maintain Library Board minutes, Policy/Procedure files, Library Online documentation, etc. in ring binders. Keep them current, organized and accessible.
8. Make phone calls as needed and/or assigned.
9. Prepare lists for library projects, including a timeline for completion.
10. Prepare agendas for Librarians’ meetings, including sending emails with the attached agenda.
11. Maintain and update the library facebook page.
12. Maintain and organize materials for new staff hirings, including newspaper ads, training materials, signs, and applications. Maintain training folders and manuals of “master” copies.

13. Other duties as assigned.

Preferred Qualifications:

* High School graduate or equivalent
* Clerical/Administrative proficiency
* Quickbooks, Microsoft office proficiency preferred
* Ability to communicate both in writing and orally.

Updated 2013