



**TENTH JUDICIAL CIRCUIT  
POLK, HIGHLANDS AND HARDEE COUNTIES  
JOB ANNOUNCEMENT**

**OFFICIAL JOB TITLE:** Library Clerk  
\$27,601.60/annually  
**CLOSING DATE:** Open until filled  
**WORK SCHEDULE:** Monday through Friday  
**JOB LOCATION:** Polk County Courthouse

**MAJOR FUNCTION:**

Provides professional and timely customer service to all library patrons. Performs related clerical duties associated with assisting library patrons and properly maintaining library resources. Assists the Director of the Law Library with his/her duties. Reports to the Law Library Director for supervision.

**ILLUSTRATIVE DUTIES:**

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Assists patrons, officials, and the general public by providing library users access to books, periodicals, computer and other resources. Maintains order by correctly re-shelving and re-filing materials, and assisting in the ongoing inventory process. Processes and catalogs all library resources using the materials and equipment provided. Relieves the Director of the Law Library as necessary.

**KNOWLEDGE, ABILITY AND SKILLS:**

- Provides excellent customer service by assisting and interacting effectively with patrons, officials, and the general public in person, electronically, and by telephone.
- Performs related clerical work duties to ensure the Law Library's collection of books, periodicals, and other materials are organized. Including indexing, shelving, checking materials in or out and reconditioning materials.
- Educates patrons about library services and policies.
- Assists patrons with locating appropriate resources.
- Utilizes basic mathematical skills for collection, receipt, and documentation of patron fees and fines.
- Communicates effectively verbally and in writing.
- Assists with collection of patron statistics.
- Updates and maintains materials with incoming pocket parts and supplements.
- Reads and straightens materials on shelves to maintain order and appearance.
- Completes and mails monthly invoices to attorneys accessing library services.

- Codes and cross-indexes records, documents, books, periodicals, journals and related materials.
- Utilizes basic knowledge of Microsoft Office products for use in e-mail, communications, and reports.
- Opens and appropriately processes incoming mail.
- Operates and provides general care and maintenance of office machines.
- Assists with basic trouble-shooting and operation of machines for patrons.
- Demonstrates ability to multitask and work independently after initial training.
- Responsible for overseeing library services in supervisor's absence.
- Other duties as assigned.

## **MINIMUM QUALIFICATIONS**

High school diploma or General Education Diploma required. Some college is preferred. Experience in professional library work is preferred. Must be able to type at a rate of 35 CWPM with no more than 10 errors. Must be able to interact with customers of varied socio-economic backgrounds. Must demonstrate the ability to read and provide polite high quality customer service. A comparable amount of training and experience may be substituted for the minimum qualifications. This position may require long periods of standing, sitting, pushing, pulling, stooping, bending, leaning, reaching, crouching, climbing and the ability to maneuver library materials weighting up to 50 lbs.

**We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.**

**Interested applicants must complete a State of Florida application form and submit it no later than the closing date indicated above to:**

**Stephanie Sullivan  
Human Resources Manager  
Post Office Box 9000, Drawer J102  
Bartow, FL 33831-9000  
Telephone: (863) 534-4035  
Fax: (863) 534-4699  
TDD: (863) 534-7777**

**If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.**