

Pope County Library System

Job Description

Department:	<i>Library System</i>
Job title:	<i>Genealogy Clerk</i>
Reports to:	Assistant Genealogist and Genealogist

Job Purpose

To provide quality customer service for Genealogy Department users, promote library services, and assist Genealogist Department Head.

Duties and Responsibilities

I. Duties:

- A. Greet patrons entering the department and offer assistance
- B. Work Saturdays at the Russellville Circulation desk to maintain continuity of Genealogy services
- C. Interact with people of varying personalities, incomes, and ages
- D. Assists patrons in locating library materials.
- E. Uses library automated circulation system to circulate materials to library users. This includes checking materials in and out, assisting patrons in finding materials in the vertical files and within special collections, collecting circulation and use statistics, and shelving materials
- F. Assists the Genealogist in preservation of the collection by anticipating, preventing, and stopping the deterioration of the collection.
- G. Under the guidance of the Genealogist will assess newspapers, periodicals, and research for important and relevant articles to add to the vertical files
- H. Under the guidance of the Genealogist, the clerk will compile data, statistics, and reports; create and monitor files
- I. Attends to the public use of equipment, assists library users with machine problems, contacts supervisor regarding service needs.
- J. Other duties as assigned.

Qualifications

High School Diploma or G.E.D. equivalency. Clerical experience preferred.

Working conditions

A busy, vibrant library whose patrons represent a socially, culturally, and economically diverse community. Duties are performed both indoors in an office environment and outside. Hazards are considered minor and controllable but may include exposure to human error. Must have a heart for serving the public.

Physical requirements

Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching, or crawling. Weights up to 50 pounds are encountered. Vision requirements include close vision and ability to adjust focus. Must be able to read and follow verbal instructions. The noise level is usually moderate.

Direct reports

No direct reports

Approved By:	<i>Pope County Library Board</i>
Date approved:	10.15.2025
Reviewed &/or Revised:	10.15.2025