

Job Description:

Position Title: ILL Clerk

General Summary: The ILL Clerk is responsible for processing all incoming and outgoing interlibrary loan requests for Scenic Regional Library and Missouri Evergreen.

Essential Duties:

- Receives and sorts Scenic Regional Library and Missouri Evergreen deliveries daily (average sorting of 1,500-2,500 items per day).
- Collaborates with regional courier delivery service to ensure materials are labeled properly and delivery problems are promptly resolved.
- Works with district staff to record and prepare interlibrary loan invoices for payment for damaged and lost items. Sends letters to alert libraries that a borrowed item is significantly overdue and borrowing privileges will be blocked if item not paid for and account cleared.
- Participates in establishing and revising departmental procedures regarding interlibrary loan practices.
- Collaborates with District courier to ensure the materials are delivered to branches on correct day.
- Efficiently and correctly sorts and labels the District delivery.
- Efficiently and correctly sorts the regional courier delivery.
- Employs spreadsheet and word software to complete needed tasks.
- Attends monthly MALA courier webinar.
- Orders and requests ILL supplies.
- Sends out overdue Scenic Regional Library bills.
- Updates and sends out New Title lists.
- Updates Scenic Regional Library email lists.
- Sorts and distributes mail.
- Maintains Book Club collections and sends kits out on schedule.
- Acts as backup for OCLC ILL.
- Performs other tasks as assigned.
- Attends work on a regular and dependable basis.

Job Requirements:**Ability to:**

- Interact in professional and respectful manner with collection services co-workers, district staff and customers, nationwide interlibrary loan staff and vendors.
- Manage detail, recognize and set priorities, meet deadlines, work quickly and accurately, follow directions, and maintain confidentiality.
- Uses initiative, problem-solving skills, and sound judgment.
- Communicate effectively both orally and in writing.

Essential Physical Job Requirements:

- Clarity of speech and hearing which permits the employee to communicate effectively with the supervisor and other employees.

- Vision which permits the employee to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.
- Manual dexterity which permits the employee to operate a keyboard and any other assigned equipment to process library materials.
- Personal mobility which permits the employee to monitor and perform assigned library operations, and to attend Library district, community, and public meetings at various locations.
- Lift up to 60 pounds, push and pull carts weighing up to 200 pounds, bend, stoop and reach shelving from floor level to 6 feet high, and stand or walk for at least 4-6 hours at a time.
- Tolerance for dust and mold which permits the employee to work with books and other library materials as well as work in older buildings.

Hours: Full-time position (40 hours per week Monday – Friday, 6:30 AM to 3 PM)

Salary: \$38,006.58-43,707.56 starting range and includes benefits of paid holidays, vacation and sick leave. Employer provides health, dental insurance and retirement plan.