

**LARAMIE COUNTY LIBRARY SYSTEM  
JOB DESCRIPTION**

<b>Job Title</b>	<b>FLSA Status</b>
AUDIOVISUAL CLERK	NON-EXEMPT
<b>Division</b>	<b>Pay Grade</b>
CIRCULATION & BRANCH SERVICES	17

**JOB SUMMARY**

Assists the Audiovisual Coordinator with repair and maintenance of audiovisual library materials and equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Maintains patron confidentiality in compliance with Wyoming state law.
2. Repairs library materials under the direction of the Audiovisual Coordinator.
3. Assists the Audiovisual Coordinator with removing and/or maintaining items from the collection as assigned. This may include classifying music, checking and putting out new items, removing items coming off new shelves, and assisting with donations.
4. Assists in maintaining the order of library materials.
5. Assists the Audiovisual Coordinator in communicating with patrons regarding missing items.
6. Uses, and helps to maintain, the disc resurfacing machine.
7. Assists with audiovisual orders for the branches and materials delivered by courier.
8. Works Greeter Desk as assigned.
9. Performs other related and necessary duties as assigned.

**MINIMUM REQUIREMENTS**

- High School graduate; and
- 2 years of relevant experience; or
- The equivalent combination of education and experience.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent problem solving skills and eye-hand coordination.
- Ability to work on tiny objects (fine motor skills).
- Ability to follow instructions.
- Good time management and self-motivation.
- Some computer/typing skills.

**REPORTING RELATIONSHIPS**

Reports to: Manager, Circulation & Branch Services  
Supervises: None

**PHYSICAL EFFORT AND WORKING ENVIRONMENT**

The essential duties and responsibilities of this job require the employee to move or manipulate moderately heavy equipment, boxes, carts, files, and/or stacks of material from one location to another.

**LATEST REVISED DATE 03/30/18**