

Title: **Genealogy/Circulation Clerk** Date revised: 05/09/2022
Location: **Washington County Public Library** Starting Salary: \$10.00/hr

Job Summary

The Genealogist is responsible for the acquisition, organization, maintenance and preservation of the library's archival collections including all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics. The Genealogist provides reference service for the local history and genealogy collections and assists patrons in a friendly and timely manner in person, by telephone, mail, and electronic mail. Time is divided between genealogy duties and the circulation desk. Reports to the Library Director.

Qualifications

- High school diploma or equivalent. Inquisitive person with interest in genealogy, and some experience conducting genealogical research.
- Familiarity with Microsoft Office, especially Access.
- Two years experience working in customer service, preferably in a library.
Any equivalent combination of education and experience satisfying the above.

Hours

20 hours per week; nights and Saturdays are required.

Specific Duties

- Assist patrons in finding appropriate research materials as needed.
- Provide basic instruction to patrons in how to begin genealogy research and trace family history.
- Provide basic instruction to patrons in how to use genealogy resources such as census records, telephone directories, military service records, newspapers, birth, death, marriage and divorce records, wills, tax records, property deeds, etc.
- Provide basic instruction to patrons in how to use online genealogy databases.
- Assist patrons with genealogy research using all available print, nonprint, and electronic resources.
- Answers genealogical inquiries during working hours when schedule permits.
*Any inquiries completed outside of work fall to the genealogist personally and not compensated by the Washington County Public Library.
- Arrange, store, preserve and safeguard all archival records, and provide reference service on such records.
- Assist in the creation and application of records management policies pertaining to the library's archival collection.
- Participate in the processing of additions to the archives including accessing, arranging, describing, preserving, classifying, and referencing.
- Conduct research activities as directed.
- Analyze and appraise items to determine value to the collection.

- Actively seek items to add to the collection based on significance to local history.
- Prepare finding aids such as indexes, guides, and bibliographies in both print and electronic formats.
- Preserve, repair, and store items in the collection in accordance with professionally accepted standards and practices, as requested by the Director.
- Establish good relationships with local historical societies and other genealogical groups.
- Stay informed about issues, trends and news affecting genealogy, local history, and archival methods. Attends conferences, workshops, and/or classes to meet certification requirements. (three [3] hours training)
- Writes correspondence for donated genealogical materials.

General Duties

- Maintains good relations with public and staff.
- Sorts, alphabetizes, shelves, files, and retrieves library materials.
- Maintains order and neatness in the collection.
- Alphabetizes, files, and performs clerical tasks with neatness and precision.
- Follows procedures consistently.
- Provides users with general information about library services directing them to other personnel as needed either in person or on the telephone.
- Assists patrons with library equipment and related software (i.e. copier, microfilm reader/printer, computers, Internet, etc.).
- Applies library rules and regulations.
- Answers directional and basic reference questions.
- Operates office and automated equipment.
- Assists with opening and closing procedures of the library.
- Maintains neat and orderly public areas throughout the library.
- Registers new users through computer system.
- Calls patrons regarding requested materials.
- Explains interlibrary loan service and takes requests.
- Provides reader advisory service and assists users with catalog.
- Fills out Talking Book forms for potential patrons.
- Works scheduled shift at the circulation desk.
- Mends library books and materials; arranges shipment to bindery if needed along with other staff member.
- Processes material after cataloguing.
- Orders Bi-Folkal kits from KDLA when requested.
- Participates in meetings as required.
- Attends in-service workshops, meetings and conferences as appropriate.
- Consistently presents Washington County Public Library and its services in a positive manner.

Performs other duties as assigned.

How to apply

Please read the complete job description carefully, and submit the following:

- A completed Washington County Public Library Application for Employment;
- Current resume.

The complete application packet is available from:

- Online at <https://wcplky.org/>
- Washington County Public Library, 333 West Main Street, Springfield.
- Or by calling 859-336-7655 or emailing director@wcplky.org

Complete application packets should be addressed to Shaun Whiteaker, Director:

Washington County Public Library
333 West Main Street
Springfield, KY 40069
director@wcplky.org

The Washington County Public Library is an Equal Opportunity Employer.

Washington County Public Library
333 West Main Street • Springfield, KY 40069 • (859) 336-7655
<https://wcplky.org>

Application for Employment

Please type or print.

Identification

Last Name **First Name**
Middle Name

Street Address **City** **State**
Zip

Daytime Telephone **Cell Phone Number** **Email Address**

Have you ever been known by any other name(s) that WCPL should know to verify information in this application? If yes, please list name(s) below.

General Information

	Yes	No
Are you under the age of 18?		
Are you legally eligible for employment in the U.S.?		
Are you interested in full-time work?		
Part-time work?		
Can you work evenings and weekends?		
Do you hold a valid Kentucky driver's license?		
Have you ever been convicted of a felony or misdemeanor (other than speeding)?		

If yes, give date and location of conviction and describe the nature of the offense.

Have you ever lived outside of Kentucky?

If yes, list states and dates.

What is the position in which you are applying?

Education

Training	Number of Years	Name and City	Did you Graduate? (Yes/No)	Major Course of Study
High School				
Business, Correspondence, or Vocational School				
College or University				
Graduate School				
Other Courses or Special Training				
Are you currently enrolled in school? Yes No Where?				
Special Skills, Talents and Interests: (Computers, musical instruments, design, gardening, etc.)				
Other information relevant to the position you would like WCPL to know:				
Do you currently hold Kentucky State Certification of Public Librarians? Yes _____ No _____				
If yes, what type of certification?				
Expiration date:				

Employment History
(List most recent job first)

Place of Employment:	Supervisor's Name:
Address:	Dates of Employment: From: To:
Position/Duties:	Reason for Leaving:
May we contact this employer? (Yes/No)	Rate of Pay:
Place of Employment:	Supervisor's Name:
Address:	Dates of Employment: From: To:
Position/Duties:	Reason for Leaving:
May we contact this employer? (Yes/No)	Rate of Pay:
Place of Employment:	Supervisor's Name:
Address:	Dates of Employment: From: To:
Position/Duties:	Reason for Leaving:
May we contact this employer? (Yes/No)	Rate of Pay:

References
(Other than Employers and Relatives)

Name:	Occupation:	Work Phone:
		Home Phone:
Street Address:		City, State, Zip
Name:	Occupation:	Work Phone:
		Home Phone:
Street Address:		City, State, Zip
Name:	Occupation:	Work Phone:
		Home Phone:
Street Address:		City, State, Zip

Personal Response

<p>What do you see as the role of the public library in a small community such as Washington County?</p>
<p>Washington County Public Library works to maintain a friendly, helpful experience, where anyone feels comfortable asking for assistance. How do you think you will fit into this environment?</p>

I certify that the statements made by me on this application are true, complete, and correct to the best of my knowledge and are made in good faith. I authorize you to make such investigations and inquiries of my personal and/or employment history as may be necessary in arriving at an employment decision. I hereby release employers, schools, or person from liability in responding to inquiries in connection with my application. In the event of employment, I understand that false or misleading information given on the application or in the interview(s) may result in my discharge. I understand, also, that I am required to abide by all rules and regulations to abide by all rules and regulations of the Washington County Public Library.

Signed: _____

Date: _____

The Washington County Public Library does not discriminate on the basis of race, religion, sex, national origin, age, sexual orientation or disability in employment or the provision of services.