



NILES TOWNSHIP HIGH SCHOOL DISTRICT 219

7700 Gross Point Rd
Skokie, IL 60077
847-626-3000
www.niles219.org

Clerk 2, Library

REPORTS TO: Associate Principal for Operations

POSITION OBJECTIVE: The job of Clerk 2 is done for the purpose/s of providing support to the instructional program with specific responsibilities for performing clerical functions related to collection, processing, circulation, maintenance, and inventory of all print and non-print materials in the library, documenting losses and monitoring procedures; and supervising student assistants.

MINIMUM QUALIFICATIONS:

1. Experience working with young adults.
2. Experience working successfully in a diverse, multicultural environment.

REQUIRED SKILLS:

- Operating standard office equipment and using relevant software applications
- Preparing and maintaining accurate records
- Ability to upgrade skills as job conditions change
- Basic math, including fractions, percents, and ratios
- Reading manuals and writing documents in prescribed formats
- Presenting information to others
- Understanding complex, multi-step written and oral instructions
- Knowledge of library practices, terminology, and procedures
- Familiarity with age-appropriate literature
- Understanding computer and Internet operations
- Knowledge of grammar and punctuation
- Understanding board policy, state, and federal regulations/laws
- Scheduling activities and gathering/organizing data
- Working with equipment and considering various factors during use
- Flexibility to work with others in a variety of circumstances
- Working with similar types of data and job-related equipment
- Problem-solving skills to identify issues and create action plans
- Working independently when interpreting data or solving equipment-related issues
- Establishing effective working relationships
- Adapting to changing work priorities
- Displaying mechanical aptitude
- Working with frequent interruptions
- Preparing and maintaining accurate records

- Effective communication, critical thinking, and time management skills

PERFORMANCE RESPONSIBILITIES:

Library Operations

- Opens and closes the library as needed while ensuring compliance with operational procedures.
- Organizes study room reservations
- Manages circulation activities, including check-in/check-out procedures, to maintain accurate tracking and accessibility of library materials.
- Coordinates interlibrary loan services throughout District 219 to facilitate resource sharing and access.
- Processes notices for missing, damaged, and overdue materials to maintain collection integrity and recover losses when necessary.
- Performs additional duties as assigned to support the efficient operation of the library.
- Assists with book processing by aiding with covering, spine labels, barcodes, etc.

Student Support & Collaboration

- Monitors student activity on the reference floor to maintain a safe, organized, and learning-focused environment.
- Trains and supports student workers to ensure completion of assigned tasks and effective daily operations.
- Participates in unit meetings and in-service training to exchange information and improve departmental functions.

Administrative & Technical Support

- Performs routine maintenance and operational checks on IRC office equipment to ensure functionality and availability.
- Prepares and maintains manual and electronic documents, records, and reports for administrative and operational purposes.

TERMS OF EMPLOYMENT: 187 day calendar

WORKING CONDITIONS: The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

SALARY RANGE: S2

Apply online at: www.niles219.org

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

5/18/2026

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Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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