



TRUTH OR CONSEQUENCES NEW MEXICO

505 Sims St, Truth or Consequences, NM 87901
Human Resources | 575-740-7554 | www.torcnm.org

Job Description Position

Position Title: Library Clerk - P/T
Department: Library
Reports To: Library Director

Pay Grade: NE1
FLSA Status: Classified
Updated: 09/24/2026

General Purpose

Under the supervision of the assigned supervisor, performs general library duties, including checking books and other materials in and out, shelving, self-reading, self-straightening and simple reference.

Supervision Received / Given

Works under the direct supervision of the Library Director and has no supervisory responsibilities.

Duties and Responsibilities

- Check-in and check-out of books, audio-visual items, and interlibrary loan.
- Shelves books and audio-visual materials after check-in, does shelf-reading and shelf-straightening.
- Answers telephone, transfers calls, takes messages.
- Offers help to patrons needing to find books and information, and assists patrons needing help with public use computers, including the Internet.
- Fills out request forms for library items and for interlibrary loan.
- Issues library cards to residents and non-residents.
- Accepts donations on behalf of the library; donations may be either books, other print or non-print items or money. Takes information for written acknowledgement.
- Types cards, notification of request forms, and related items.
- Duties require walking short distances and/or standing for extended periods of time most of the working day, with some sitting.
- Duties may include some driving for running library errands in town.



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Minimum Qualifications:

Education and Experience

- High school diploma or GED Certificate.
- Previous experience working in a library, office, customer service, or public-facing environment is preferred.
- Experience using computers, multi-line telephone systems, or basic office equipment is preferred.
- Experience working with the public, handling records or materials, or providing general assistance.
- Must successfully pass the pre-employment drug test.

Knowledge, Skills, and Abilities

- Requires ability to type, file, use computers, and use a multi-line telephone system.
- Requires dexterity, speed, and accuracy in handling library materials.
- Requires ability to work efficiently and accurately in an atmosphere of frequent interruptions.
- Requires tact, courtesy, and initiative in handling routine problems.
- Requires ability to listen to and follow instructions.
- Requires ability to communicate in oral and written English.

Required Licenses and Certifications

- Valid New Mexico driver's license.

Equipment, Tools, Materials, and Programs

Utilizes any equipment, tools and materials necessary to accomplish the duties described in the Duties and Responsibilities section above, including but not limited to:

- Equipment used: telephone, computer, photo, copy machine, calculator or adding machine.
- Materials and products handled: cards, books, audio and video cassettes, records, forms, office supplies, and chemicals including correction fluid and glue, and light cleaning materials.



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Work Environment

- Work is performed mostly indoors; however, the employee may encounter uneven temperatures and uneven work surfaces.
- Employee may be exposed to a variety of health and hygiene conditions.
- Work performed may pose a health hazard due to materials and/or products handled in the line of duty requirements.
- Often works alone with direction from a supervisor.
- Duties require manual dexterity in sorting and filing cards, typing, and shelving books and other library materials.
- The noise level in the workplace is generally quiet.
- The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job.

Physical Functions

The physical demands described here are representative of the demands required to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to walk, sit, and talk or hear.
- Frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- Occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Selection Guidelines

Selection is based on formal application, education and experience review, reference check, and interview. Job-related tests may be required. The omission of specific duties does not exclude them if the work is similar or logically related to the position. This job description does not constitute an employment agreement and may be modified as necessary by the City.



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Equal Opportunity Statement

The City of Truth or Consequences is an Equal Opportunity Employer committed to diversity and inclusion. We prohibit discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, or veteran status. All employment decisions are based on qualifications, merit, and business needs.

Employee Name (Print)

Employee Signature

Date

I understand that this is a uniformed full-time position in compliance with the Fair Labor Standards Act (FLSA).