



CIVIL DIVISION
CLASS SPECIFICATION

Library Clerk/School Monitor

DATE ADOPTED: 03/25/2024

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

This position provides basic clerical and library support while also responsible for the routine supervision and care of school-age children and the maintenance of order and discipline in a school or school bus. Work is performed under direct supervision of a higher-level employee. Supervision of others is not a normal function of the position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Arranges or files materials according to library filing rules;
2. Performs routine searches of computer records and updates as necessary;
3. Opens and sorts library materials including audio visual materials;
4. Issues borrowers cards according to library procedures;
5. Performs routine circulation, reserve and overdue functions;
6. Makes and checks routine arithmetic computations including vouchers and corrects as necessary;
7. Operates office machinery such as photocopiers, fax machines or computers, binders, electric staples;
8. Answers phones, takes messages and provides basic information;
9. Calls patrons to deliver messages or information on library materials;
10. Types cards, lists, labels, memos, letters, and forms;
11. Order office supplies and forms;
12. Sorts and delivers mail, serves as a courier to others within the building;
13. Patrols school lobbies, corridors, storage rooms, lavatories etc.
14. Maintains order in buildings, dining areas and classrooms as well as parking lots and school buses;
15. May collect attendance reports, issue and check passes and remind students of infirmary visits and other appointments;
16. Escorts students to and from special appointments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of office terminology, procedures and equipment as applied to library clerical work;
Knowledge of business arithmetic to check addition and multiplication and to total dollar amounts;
Knowledge of English necessary to respond to written and oral instructions and to answer inquiries for information;
Knowledge of library filing and shelving rules;
Ability to understand and follow oral and written directions;
Ability to operate office equipment (copier, fax, switchboard, paper binding equipment);
Ability to proof and verify large quantities of records and information accurately;



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Ability to provide directions to clients and the public;
Ability to get along with school-age children and commence their respect; familiarity with classroom routine;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

NOTE: Clerical work experience may be substituted on a year-for-year basis in lieu of a high school diploma up to a maximum of two years.

SPECIAL REQUIREMENT:

Candidate must indicate keyboarding ability, i.e. courses in typing or keyboards work experience.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Competitive

REVISION HISTORY: 3/25/24