

LIBRARY CLERK (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS:

This class of positions is responsible for the accurate performance of a variety of routine library clerical duties. Specific duties vary according to the area of assignment. This class differs from Library Clerk by virtue of the additional task of speaking, reading and writing vernacular Spanish and from Senior Library Clerk in that the duties performed are of a less complex nature, requiring adherence to definitely prescribed procedures and practices. Work is performed under direct supervision when incumbents are new to the position with supervision decreasing as job familiarity increases. Supervision is not normally a function of the class.

TYPICAL WORK ACTIVITIES:

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

1. Prepares books, periodicals and other library materials for shelf use and makes repairs as needed;
2. Checks library materials in and out and explains lending rules in English and Spanish;
3. Registers Spanish speaking borrowers and assists in retrieving overdue Spanish language material;
4. Assists users in the use of microfilm and microfiche readers and printers;
5. Computes fees, collects money, makes change, issues receipts in Spanish and English;
6. Operates and performs minor maintenance on microform readers, printers, photocopiers and other office equipment;
7. Assists in taking inventories of library materials;
8. Maintains information files on Spanish speaking residents based on personal visits and follow-up contacts;
9. Conducts library sponsored and cooperative agency programs for the Spanish speaking in and out of the library;
10. Assists in choosing Spanish language materials for library;
11. Compiles and/or translates information sheets, publicity releases and lists of materials for use of the Spanish-speaking community;
12. Opens and sorts library materials;
13. May type and file cards, forms, labels and short memos.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of office procedures, terminology and equipment;
Knowledge of English and business arithmetic;
Ability to speak, understand, read and write vernacular Spanish;
Ability to operate an alphanumeric keyboard such as typewriter, terminal, or personal computer accurately; skilled typing is not necessary;
Ability to establish and maintain satisfactory working relationships with others, including the public;
Ability to understand and follow oral and written instructions;
Ability to give simple instructions;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

LIBRARY CLERK (SPANISH SPEAKING) (Cont'd)

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 REQUIREMENTS:

1. In agencies where typing duties are required, candidates must indicate ability to type, either a course in typing or typing experience.
2. Candidates must be fluent in understanding, speaking and translating Spanish.