

LIBRARY CLERK I

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. The class differs from Library Clerk II because 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.

TYPICAL WORK ACTIVITIES:

1. Prepares books, periodicals and other library materials for shelf use and makes repairs as needed;
2. Assists users in the operation of microfilm and microfiche readers and printers and in locating articles;
3. Computes and collects fees, makes change, and issues receipts;
4. Checks library materials in and out, and explains lending rules;
5. Types and files cards, forms, labels, and short memos;
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 and updates records and files, sending reminder notices when required;
9. Prepares and sends book orders to jobbers and publishers;
10. Opens and sorts library materials;
11. Answers routine inquiries and directs users to proper location;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office procedures, terminology and equipment; working knowledge of business English and arithmetic; ability to type at an acceptable rate of speed and accuracy; ability to maintain neat and legible records; ability to maintain satisfactory working relationships with others, including the public; ability to understand and follow oral and written instructions; ability to give simple oral instructions; patience; tact; courtesy; 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:

Candidates must indicate ability to type, i.e. courses in typing or typing work experience.

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