

## **LIBRARY CLERK**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. Although detailed instructions are given for new assignments, and practices are usually definitely fixed, employees must be able to exercise independent judgment in applying them to specific cases. The work is performed under direct supervision of higher level clerks or Librarians. This position may supervise pages and volunteers.

### **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 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 and updates to computer records;
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;
7. Operates office machinery such as photocopiers, fax machines or computers;
8. Answers the telephone and takes messages;
9. Calls patrons to deliver messages or information on library materials;
10. Types cards, lists, labels, or short entries on forms.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of office terminology, procedures and equipment as applied to library clerical work;  
Knowledge of business arithmetic and English;  
Knowledge of library filing and shelving rules;  
Ability to understand and follow oral and written directions;  
Ability to operate an alphanumeric keyboard such as typewriter, terminal, or personal computer accurately-  
-skilled typing is not necessary;  
Ability to get along well with others;  
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: 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 keyboarding work experience.

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