

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: DECEMBER 7, 2017

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. No prior knowledge of library procedures is required; on the job training is provided. Work is performed under direct supervision of higher-level clerks or Librarians. May supervise pages and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Arranges or files materials according to library filing rules;
2. Performs routine searches of and updates computer records;
3. Issues borrowers cards according to library procedures;
4. Performs routine circulation, reserve and overdue functions;
5. Makes and checks routine arithmetic computations;
6. Operates office machinery such as photocopiers, fax machines or computers;
7. Answers the telephone and takes messages;
8. Calls patrons to deliver messages or information on library materials;
9. Types cards, lists, labels, or short entries on forms.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment as applied to library clerical work; working knowledge of business arithmetic; working knowledge of library filing and shelving rules; ability to follow oral and written instructions; ability to operate an alphanumeric keyboard such as a typewriter, terminal or personal computer at an acceptable rate of speed and accuracy; tact and courtesy in dealing with staff and public; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

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

SPECIAL REQUIREMENT: Candidates must pass a Data Base Clerk performance test.