

Jurisdictional Class: Competitive
Adopted: May 9, 2006
Revised: May 28, 2010

LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This work involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. Duties also include assisting patrons with the use of the library and general policies/procedures of the library as well as performing circulation and registration duties. Procedures are generally standardized. Detailed instructions are given for new or difficult assignments. Work is reviewed by immediate observation, by checking completed work, by periodic or spot checks or by cross checking by others. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs routine circulation and patron registration duties and reserve and overdue functions;
Provides information to the public on library policies and procedures;
Performs routine searches of and updates to computer records;
Performs searches for simple bibliographic data using standard sources and on-line catalogs and may request material when appropriate;
Issues borrower cards according to library procedures;
Arranges and files materials according to library filing rules;
Answers telephone and takes messages;
Processes added copies of library materials;
Calls patrons to deliver messages or information or to inform them of status of materials requested;
Records withdrawals, reinstatements, and transfers;
Checks in library materials and maintains list;
Makes and checks routine arithmetical computations;
Operates standard office machines such as photocopiers, fax machines, and computers;
Repairs library materials;
May assist the patrons in the use of standard equipment and other office machines;
Works with library computer application;
Prepares and runs standard automated reports;
Types cards, lists, labels, or short entries on forms using typewriter and/or computer.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of library terminology, procedures, and equipment as applied to library clerical work;
Working knowledge of business arithmetic and English;
Ability to understand and follow oral and written directions;
Ability to write legibly;
Ability to operate a typewriter or computer accurately—skilled typing is not necessary;
Clerical aptitude.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

NOTE: Clerical office or library experience may be substituted on a year-for-year basis for high school.