

LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves primary responsibility for the efficient operation and maintenance of the circulation desk and public service area of a library. Work is primarily of routine nature and involves the performance of a variety of standardized clerical tasks necessary for the proper organization and distribution of library materials. Detailed instructions are given for new or difficult assignments. Work is performed under direct supervision. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs routine circulation, reserve and overdue functions relating to books, materials and equipment;
Searches circulation file for problem books and reserve books and flags circulation cards;
Performs routine searches of and updates to computer records;
Issues borrowers' cards according to library procedures;
Answers telephones, takes messages and routes calls;
Contacts patrons when requested books or materials are obtained for them;
Types application cards, overdue files and rolodex cards, makes photocopies;
Provides care and maintenance of charging machine;
Operates and performs routine maintenance (e.g. changing toner, adding paper) of office machinery such as photocopiers, microform/reader/printer, microfiche reader, fax machines, computers;
Maintains overdue files, collects and records financial charges daily;
Maintains duplicate cards file;
Keeps inventory of circulation supplies, and assists with other inventories;
Prepares daily and monthly circulation statistical report;
Maintains pre-registration lists for programs and crafts;
Arranges reservations for program room and audiovisual equipment, and explains policies;
Assists patrons in the use of card, and audiovisual, including computerized, selection catalogs;
Assists patrons in locating books, magazines, etc.;
Assists patrons in the operation of photocopy machine, microfilm reader/printer, microfiche reader, computer;
Directs volunteers and pages as necessary;
May be responsible for opening and closing library, security system, night drop, locks and unlocks and empties book drop bin, as needed;
May rotate evening and weekend hours with other library staff;
Performs a variety of related activities as required.

LIBRARY CLERK (cont'd)

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment as applied to library clerical work; working knowledge of the Dewey Decimal System; working knowledge of library filing and shelving rules; working knowledge of business arithmetic and English; ability to understand and follow oral and written directions; ability to accurately operate an alphanumeric keyboard such as a typewriter or personal computer; ability to write legibly; tact and courtesy in dealing with staff and public.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a comparable diploma; or
- b) Two (2) years of clerical experience; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.