

## **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 clerks or Librarians. May supervise pages and volunteers. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Arranges of files materials according to library filing rules;
- Performs routine searches of and updates to computer records;
- Issues routine circulation, reserve and overdue functions;
- Makes and checks routine arithmetic computations;
- Operates office machinery such as photocopiers, fax machines or computers;
- Answers the telephone and takes messages;
- Calls patrons to deliver messages or information on library material;
- 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 understand and follow oral and written instructions;
- Ability to operate an alphanumeric keyboard such as a typewriter, terminal, or personal computer accurately—skilled typing is not necessary;
- Tact and courtesy in dealing with staff and public.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from high school or possession of a high school equivalency diploma or
- B. Two years of clerical experience; or
- C. An equivalent combination of training and experience.

Adopted 7/3/74

Re-adopted 11/23/88

Revised & adopted 5/2/96