

LIBRARY CLERK I

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work that involves the electronic and/or manual processing of library materials and records. The work includes, but is not limited to, shelving library materials according to the Dewey Decimal System or the Library of Congress classification; assisting library customers with their informational needs; charging and discharging library materials; data entry into the integrated library system (ILS); processing delivery of library materials from other libraries, etc. The senior level clerical duties of this position require an understanding of library terminology, application of library practices, principles and services, carrying out assignments independently and the use of judgment in handling a variety of clerical duties. The work differs from Library Clerk-Typist I in that this position does not require a skilled* typist. The work is performed in accordance with prescribed procedure under the supervision of a professional librarian or higher level clerical employee. Work training and direction may be exercised over lower level clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Checks materials in and out of the library, processes reserve slips and collects fines;
Processes acquisitions, such as new and gift books, reference books, periodicals, audio/video materials, etc., by assigning accession number or bar code sticker;
Records accession number or scans bar code data into the system, and corrects computer and/or manual records as needed;
Shelves books in accordance with prescribed procedures and rules;
Demonstrates how to use basic library resource tools online or in print;
Provides direction to library customers;
Receives requests for inter-library loans, records citation information which is provided by the Librarian and follows up as required;
Answers telephones, transfers calls and provides information to callers in a courteous manner;
Calls library customers to deliver messages or give information about library materials;
Inspects returned library materials for damage;
Helps maintain library materials in a good circulating condition;
Keeps records of the movement of library materials and maintains appropriate files;
Compiles data for reports on library usage, circulation, holdings, etc.;
Disposes of obsolete materials in accordance with established procedures;
Operates a variety of office machines such as photocopier, calculator, computer, etc.;
Inputs book orders in computer system, files order forms and reconciles orders received;
May type notices, labels, envelopes, lists, form letters, etc.;
May prepare purchase orders for supplies, books, repairs to books, etc.;
May train and direct lower level clerical employees on library procedures and routines;
May treat materials for preservation and prepare materials for binding.

(over)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment as they apply to library clerical work; good knowledge of library filing and shelving procedures and rules; good knowledge of reference sources commonly used in library clerical support work; working knowledge of business arithmetic; working knowledge of library services and practices; ability to understand and carry out moderately difficult oral and written instructions; ability to keep records and compile data for reports; ability to train and direct others in clerical/manual procedures; tact and courtesy in dealing with staff and the public.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of clerical experience; one (1) year of which must have been library clerical work.

NOTE: Additional qualifying experience or academic, technical or vocational training may be substituted for schooling on a year-for-year basis. Post high school education may be substituted for the one (1) year of general clerical experience on a year-for-year basis.

*Ability to type at a rate of forty (40) words per minute is not a requirement of this job.