



Library Clerk

Job Specification
Classification: Competitive
Series: Library Support
Level: 1 of 2

DISTINGUISHING FEATURES OF THE CLASS: This is the first level of the Library Support series and is responsible for performing basic clerical and customer service functions of the library. Responsibilities include checking out, reshelving, locating, and transferring books; processing new books; and handling account issues. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Provides customer service and assistance in a variety of library activities and programs including general reference information and explanation of procedures, handling overdue accounts, and processing interlibrary loans; may include providing instruction or training in the use of library resources.
- Performs routine record keeping including maintaining and updating overdue records, loans, and general statistical records and library activities.
- Organizes and maintains a variety of library materials including conducting inventory, weeding, shelving, reserve collections, repairing, etc.
- Catalogues print and non-print materials using established bibliographic records.
- Processes new materials for adding to assigned collections; codes, stamps, labels, and covers books. Adds new items to computer database and assists in maintaining and updating collection records.
- Assists customers in setting up and using audio/visual equipment and computers; troubleshoots problems with equipment when needed.
- May perform opening and closing activities to include securing the building, shutting down or starting up computers, and preparing other equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Library principles, practices, and procedures;
- Customer service principles;
- Various forms of audio/visual equipment;
- Inventory maintenance principles;
- English language and grammar;
- Recordkeeping principles for assigned collections;
- Department operations and functions;
- Various computer applications and related software.

Ability to:

- Provide customer service;
- Organize and alphabetize materials according to standard practices;
- Use a computer and related software applications;
- Operate a variety of audio/visual equipment;
- Follow written and oral directions;
- Provide guidance and direction to customers;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to: (continued)

- Keep records related to new books, interlibrary loans, special collections, or reference materials;
- Communicate clearly, using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and 2 years of clerical experience.

SPECIAL NECESSARY REQUIREMENT:

None required.

Classification history:

Revised: 4/17/2012