



## JOB DESCRIPTION

### Library Clerk

Date Prepared: January 2014

**SUMMARY:** Under close supervision, this position performs a wide variety of library duties and interfaces with patrons in rendering public and technical library services; and performs related duties, as assigned.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Interface with patrons in rendering public and technical library services.
- Perform circulation and service desk duties; use an automated system to check out and check in library materials; and collect fines and fees.
- Register new borrowers; provide reference service in the assigned department using standard reference sources.
- Assist patrons with reader's advisory requests; furnish information about books, authors, and publishers; interpret and resolve questions regarding library circulation policies; receives refunds, reconciles cash, and prepares cash receipt reports.
- Order and maintain records for library books and materials; assists in routine cataloging of library books and materials.
- Type letters, reports, forms, and notices; maintain statistics and other records; operate standard office machines; develop, maintain, and disseminate directory information to patrons; and assist with collection development and programming.
- Operate and make minor repairs to audiovisual equipment; operate laminators, paper cutters, drill presses, binding machines, staplers, and similar equipment; may assist with loading and unloading vehicles, book bins, and book trucks; and may prepare graphics, displays, and exhibits.
- Operate a variety of office equipment including computer software, scanners, photocopiers, fax machines, and printers; safely operates a city vehicle; and performs related duties, as required.

### MINIMUM QUALIFICATIONS:

#### Education, Training and Experience Guidelines:

High school diploma OR GED equivalent AND one (1) year of recent experience in general clerical and customer service duties in a library. Thirty college semester units may substitute for one year of experience.

**Knowledge of:**

- Dewey Decimal system.
- Library database software.
- Modern office methods, procedures, and equipment, including computers.
- Filing methods and recordkeeping to maintain accurate information in alphabetical, chronological, and/or numerical order; and standard library clerical practices.

**Skill in:**

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Proofreading to identify errors in spelling, grammar, punctuation, English usage, and statistics
- Performing routine mathematical calculations with speed and accuracy.
- Using patience, tact, and courtesy in dealing with the public; work harmoniously with departmental personnel; follow verbal and written instructions with minimum supervision.
- Operating a hand dolly.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and apply safe work practices.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

Must possess a valid Class "C" California driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a library setting and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a library environment. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting and carrying moderately heavy boxes of books up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.