

## **LIBRARY CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves performing routine clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required. Procedures are generally standardized with detailed instructions given for new or difficult assignments. Work is performed under the direct supervision of a Librarian or higher level clerical employee. Supervision may be exercised over Pages, student assistants or volunteers. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Arranges or files materials according to library filing rules;  
Uses computerized library software to update library database and perform routine searches;  
Prepares library materials such as periodicals, books and audio visual material for user service;  
Checks ordered material against existing collection and on order files;  
Processes overdue books by calling patrons, sending reminders, bills, etc.;  
Makes and checks routine arithmetical computations;  
Answers the telephone, takes messages;  
Issues borrowers identification card according to established procedures and explains lending rules;  
Issues, renews, and receives library materials;  
Takes reserve orders from patrons via telephone and in person;  
Cleans, mends tears and erases disfigurement from pages;  
Pastes book pockets, glues reference plates end sheets and laminates new books and periodicals;  
Provides information to the public on library policies and procedures;  
Gives directions to patrons on the use of library materials and equipment;  
Locates or answers questions from patrons on how to locate library materials;  
Operates library equipment such as photocopiers, fax machines, microfilm/fiche readers, computers, etc;  
May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;  
May type cards, lists, labels, or short entries on forms, not requiring skilled typing;  
May make minor repairs to audio-visual materials and/or equipment.

### **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 and English;  
Ability to understand and follow instructions;

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Ability to deal in a personable and friendly manner with the public;

Ability to write legibly;

Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed;

Ability to perform close, detail work involving considerable visual effort and strain;

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software;

Clerical aptitude;

Tact and courtesy.

**MINIMUM QUALIFICATIONS: NONE**