

LIBRARY CLERK

DEFINITION

Performs a wide variety of responsible para-professional (clerical) library tasks of a generalized nature related to the acquisition, cataloging, processing and/or circulation of library materials. Position may require working evening and/or weekend shifts.

DISTINGUISHING CHARACTERISTICS

A Library Clerk performs responsible clerical library work of a generalized nature to library operations under general supervision.

A Library Technician I independently performs advanced sub-professional technical library work requiring a thorough knowledge of state basic and supplemental textbooks, instructional materials, and general library collections.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Library Public Services Manager and/or a Librarian. Higher-level supervision is provided by the Dean of Library and Learning Resources.

EXAMPLES OF DUTIES

Checks-out, checks-in, and renews library materials.

Receives and accounts for overdue fines and fees.

Prepares and distributes materials selection reviews to faculty.

Uses computer to prepare bibliographies, lists, instructional manuals, guides, correspondences.

Assists students in operation of computer equipment and peripherals; operates library equipment.

Assists in maintaining files and records; includes filing in alpha-numeric order.

Assists in collections processing, shelving, shelf reading, inventory control; targets materials for security system.

Disseminates routine factual information in person and via telephone.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Library terminology and standard library practices, techniques, and/or office recordkeeping and bookkeeping methods.

Cash receipts collection and recordkeeping.

Filing, typing, office practices and protocol.

Ability to:

Perform general library tasks both accurately and rapidly.

Apply and interpret library policies and procedures.

Read, interpret, apply, explain rules, regulations, policies; exercise good judgment within established procedures.

Answer routine directional questions.

Communicate clearly and effectively both orally and in writing.

Interact positively and effectively with faculty, staff, and students in a multi-cultural environment.

Operate standard office equipment.

EMPLOYMENT STANDARDS

Minimum Requirements:

One year experience in clerical work in an office setting.

Demonstrated ability to keyboard accurately or moderate-level typing skills.

Physical Requirements:

Ability to work in environment which requires lifting up to 30 pounds, bending, stooping, and pushing.

Desirable Requirements:

Education beyond the high school level.

Library, computer and/or word processing knowledge or experience.