

LIBRARY CLERK I (see Entry Level Clerk I / Library Clerk I Series for exam info)

07840

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required; on the job training is provided. Work is performed under direct supervision of higher level clerks or Librarians. May supervise pages and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES

Arranges or files materials according to library filing rules.

Performs routine searches of and updates to computer records.

Issues borrowers cards according to library procedures.

Performs routine circulation, reserve and overdue functions.

Inspects returned materials for damage.

Provides information to public on circulation rules, policies, or procedures.

Makes and checks routine arithmetic computations.

Operates office machinery such as photocopiers, fax machines or computers.

Answers the telephone and takes messages.

Calls patrons to deliver messages or information on library materials.

Types cards, lists, labels, or short entries on forms.

May transport books and/or library materials from one location to another within a building.

May be assigned responsibilities related to the collection, transmission and security of monies.

May be assigned responsibilities related to the opening and closing of the library facility.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of office terminology, procedures and equipment as applied to library clerical work.

Working knowledge of business arithmetic.

Working knowledge of library filing and shelving rules.

Ability to understand and follow oral and written instructions.

Ability to operate an alphanumeric keyboard such as a typewriter, terminal, or personal computer accurately—skilled typing is not necessary.

Tact and courtesy in dealing with staff and public.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

There are no minimum qualifications for this position.

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