

NAPLES LIBRARY – VACANCY LIBRARY CLERK, PART-TIME

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 staff or Librarians. May oversee pages and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Arranges or files materials according to library filing rules;
Performs routine searches of and updates to computer programs;
Issues borrowers cards according to library procedures;
Performs routine circulation, reserve and overdue functions;
Oversees the sorting and shelving of library materials;
Makes and checks routine arithmetic computations;
Operates office equipment such as photocopiers, fax machine 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.

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; 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 or computer accurately (skilled typing is not necessary); ability to get along well with others; tact and courtesy in dealing with staff and public; physical abilities commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

NOTE: Advanced education degree received will be accepted in lieu of the minimum education noted.