

LIBRARY CLERK

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.

REVISED: 9/29/98; 11/8/19; 12/18/19

CIVIL SERVICE CLASSIFICATION: FULL-TIME – COMPETITIVE  
PART-TIME (TOWNS) – NON-COMPETITIVE