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## JOB POSTING NOTICE

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**TITLE:** Library Clerk, Part-Time

**JURISDICTION:** Red Jacket Community Library

**PAY:** \$13.60/hr.

**OTHER:** Appointment will be on a provisional basis pending civil service exam to be held at a later date. Permanent appointment will be based on the [Rule of Three](#).

**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.