Library Clerk

**General Description**
Routine clerical work in a library involving basic support services and services to patrons:

Work involves responsibility for routine circulation, shelf maintenance and clerical functions using automated circulation system. Duties include charging books in and out, shelving library materials, data inputting, and telephone answering. This position is also invested with making beginning level library clerical decisions. The work requires that the employee have some knowledge, skill and ability in library clerical functions. Regularly scheduled night and weekend work is expected.

**Supervision Received**
Works under the immediate supervision of a Department Head or a Library Assistant

**Essential Job Functions**

* Replaces books, magazines and other library holdings on shelves according to call number
* Discharges incoming library materials using an automated circulation system and inspects them for damages
* Performs routine library computer functions
* Operates a variety of standard office and library machines
* Answers telephones and provides routine information or refers and transfers calls
* Assists in assuring accurate library shelving by shelf-reading and re-shelving of materials, as needed
* Carries out interlibrary loan procedures for incoming and outgoing library materials
* Handles routine complaints and answers a variety of questions at the circulation desk
* Assists with library program preparation and implementation, as directed
* Performs related work as required

**Knowledge, Skills And Abilities**

* Some knowledge of library clerical procedures and practices
* Good knowledge of clerical practices
* Good knowledge of the English language
* Some skill in typing and the ability to do data entry using a computer terminal
* Good ability to understand and follow written and oral instructions
* Good ability to pay attention to detail
* Good ability to establish and maintain effective working relationships with superiors, associates and the general public

**Qualifications**

* A high school diploma or the equivalent and some experience in using libraries, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education

**Physical Requirements**

* Ability to move and/or lift materials up to 25 pounds
* Ability to push a loaded book truck weighing up to 300 pounds
* Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
* Ability to operate a keyboard at efficient speed and typical office equipment, including computer hardware
* Regularly required to talk and/or hear; use hands to operate objects, tools, or controls; and reach with hands and arms
* Vision and hearing at or correctable to "normal ranges"
* Occasionally required to attend off-site meetings