

LIBRARY CLERICAL ASSISTANT

Definition:

Under varying levels of supervision performs a wide variety of library clerical duties of average difficulty, assists the public in the use of library equipment, facilities, materials and services and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:

Operates a computer and uses applicable software to record incoming/outgoing library materials and to perform other tasks related to circulation records.

Greets and assists Library patrons at a front counter/public desk.

Assists patrons in becoming familiar with the arrangement and location of library services and materials.

Provides information at a counter and over the telephone regarding library hours, available library materials and related subjects.

Screens telephone calls and routes same to appropriate staff as needed.

Issues library cards to patrons and collects/records fines for overdue or lost materials.

Types a variety of library related lists, notices, order slips and forms and processes materials into and out of reserve status.

Checks accuracy of incoming book orders and verifies library holdings.

Arranges and files a variety of items and maintains files.

Assists teachers in requesting desired materials and assists with library programs.

Operates a variety of office and library equipment.

Lifts and moves boxes of books, library supplies and related items weighing 30 pounds or less and pushes and/or pulls a loaded book cart.

Performs a variety of general and specialized clerical and library duties and other tasks related to the function/area to which assigned.

Assists with the sorting and shelving of library materials and the planning/creation of posters, displays and other basic art work.

Assists with the application of book jackets, labels and security devices and may mend and repair books and repackage other library materials.

Drives a vehicle on City business depending on area assigned.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Receives, opens, stamps and routes mail and checks in magazine issues.

May monitor the work of and assist Library Pages.

Class Characteristics:

Library Clerical Assistant is a multi-incumbent clerical related class. Incumbents perform a wide variety of library related and general clerical work within a framework of established procedures, and are expected to perform a variety of tasks and general clerical duties with limited supervision.

Contacts and Relationships:

A Library Clerical Assistant establishes and maintains contact with staff in the Library. Additional contact will occur with the public/library patrons.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

English usage, spelling, grammar and punctuation.

Basic math as it relates to area assigned.

Customer service, receptionist and telephone techniques.

Basic library or office methods, functions and practices.

Computer applications related to area assigned.

AND

Ability to:

Perform clerical work of average difficulty.

Make basic mathematical calculations and read and sort numerals and letters rapidly and accurately.

Learn and apply Library policies and procedures.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

Communicate effectively orally and in writing.

Operate a personal computer and use applicable software.

Read and write at the level required for successful job performance.

Meet the public with courtesy and tact.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school

AND

Experience:

One year of experience performing general clerical or library duties.

Special Requirements Include:

Must be able to work a flexible schedule, including weekends and evenings, to accommodate City needs.

Must type accurately at a speed which will enable successful job performance.

A Library Clerical Assistant assigned to the Bookmobile must have a valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout assignment to the Bookmobile.

Other:

Bilingual ability may be preferred or required for some positions.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office and library/public counter environment. An incumbent uses a computer, keyboard and related equipment, sits, stands, walks, kneels, crouches, twists, reaches, bends, grasps, lifts and moves boxes of books, library equipment, supplies and related items weighing 30 pounds or less. An incumbent pushes and/or pulls a loaded book cart, is exposed to book dust and may use a step stool. The incumbent assigned to the Bookmobile climbs stairs into the Bookmobile, is exposed to diesel fumes and may drive a vehicle on City business. An incumbent must be able to meet the physical requirements of the series and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

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