



TITLE: LIBRARY CLERK I/II

FLSA: Non-Exempt

BOARD APPROVED:

BARGAINING UNIT: Misc.

DEFINITION

Under the direction of the County Librarian or Library Assistant, performs a variety of duties involving circulation, reference assistance, clerical and record keeping activities at the branch library locations.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from the County Librarian or Library Assistant on duty. Receives lead direction and/or training from the Librarian I/II. Provides leadership and direction to assigned volunteers. May occasionally provide lead direction and/or training to less experienced employees as necessary. This position has no supervisory responsibilities.

CLASS CHARACTERISTICS

Positions in this classification series are flexibly staffed. This is a multi-level professional classification series in which incumbents may be assigned to either of the two (2) levels, depending upon experience, proficiency gained, and the complexity of assigned functions. An incumbent at the Library Clerk I level may be promoted to the Library Clerk II level when work knowledge has been developed, sound work habits demonstrated, and requirements have been met.

Library Clerk I: This is the entry-level classification in the Library Clerk series. Initially under close supervision, incumbents perform the more routine duties while learning County policies and procedures and becoming familiar with library systems and practices.- Library Clerk I is distinguished from Library Clerk II in the level of knowledge required to perform the duties.

Library Clerk II: This is the journey level in the Library Clerk series. Under general supervision, incumbents at this level perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Library Clerk II is distinguished from Library Clerk I in the level of knowledge required to perform the duties.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Performs circulation duties as required, including checking materials in and out of the library, emptying the book drop, registering new patrons and issuing library cards, receiving and receipting payments for overdue or lost materials, etc.
- Performs various duties involved in library technical services, including preparing and receiving/checking in book shipments, routing books to branch locations, maintenance of

Library website, monitoring the condition of books and materials and mending materials as needed.etc.

- Assists patrons with routine reference questions and directs patrons to appropriate resources within the library; reserves books and materials for patrons; assists patrons in the use of library equipment and resources.
- Performs daily library opening/closing procedures as directed.
- Performs other library duties as needed, including but not limited reading shelves to ensure proper filing, shelving library materials, dusting and straightening shelves, etc.
- Prepares special bulletin board and other informational displays.
- Maintains ~~Assists in maintaining~~ periodical displays.
- Compiles data for and prepares various records and reports as required.
- Assists in maintaining supply and equipment inventory.
- Performs general office/administrative duties as necessary, including but not limited to entering data into the computer, typing forms, typing reports and correspondence, processing mail, copying and filing documents, answering the telephone, attending meetings, etc.
- May perform simple bookkeeping tasks, including maintaining records of accounts receivable, preparing daily deposits, etc.
- Receives and responds to inquiries and complaints from patrons.
- Assists with special programs and activities as requested.
- Assists in maintaining neat and clean public and work areas.
- Provides direction to assigned volunteer workers.
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

- Modern office practices, procedures, and equipment, computers, and basic mathematics
- The standard and/or departmental office procedures and practices
- Modern office equipment
- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures
- Record keeping principles and procedures
- Computer applications related to the work
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work

Ability to:

- Read and write at a level necessary for successful completion of job duties
- Learn to operate a library computer terminal
- Learn basic library policies and practices
- Use computers for data and word processing
- Perform required mathematical calculations quickly and accurately
- Type with accuracy and adequate speed on a typewriter and/or computer as necessary for the position
- Work independently and as a team member
- Use English effectively to communicate in person, over the telephone and in writing
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines

- Operate and maintain modern office equipment including computer equipment and specialized software applications programs
- Maintain significant flexibility in daily operations and decision making
- Read and interpret various materials pertaining to the responsibilities of the job
- Make sound, educated decisions
- Assemble and analyze information and prepare written reports and records in a clear and concise manner

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of twelfth (12th) grade.
- One (1) year of experience working in a library is desirable.
- Other combinations of education and experience may be considered.

Library Clerk II:

In addition to the above:

- One (1) year of experience as a Library Clerk I with Tehama County.

License and Special Requirements:

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; ability to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification constantly move about on foot and frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information and books. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

WORKING CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and exposure to dust, scents, and fumes. There is ~~and~~ no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**

~~Board Adopted: (10/21/08,~~

Revised: 7/17/12)