

# LIBRARY CLERK JOB DESCRIPTION - 2018

**GENERAL STATEMENT OF DUTIES:** Performs library clerical work requiring no prior training or knowledge of library techniques in a public library or a public school system library; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** Under direct supervision of Librarians the clerk will perform library duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required. Detailed instructions and close supervision are received during training and on new assignments, but routine assignments are carried out independently and the incumbent is expected to use some initiative and judgment as experience is gained. Depending upon the libraries' operating schedules, incumbents of this class must be willing to work flexible hours, including, but not limited to, evenings, and weekends. Occasional supervision of library volunteers may be required.

## EXAMPLES OF WORK:

- Arranges or files materials according to library filing rules;
- Uses computerized library software to update library database and perform routine searches;
- Issues borrowers cards according to library procedures;
- Checks materials in and out, collects and records fines and explains rules and procedures to library patrons at the library's circulation desk;
- Assists in the physical upkeep of materials, e.g. the repair and/or cleaning of books;
- Operates office machinery such as photocopiers, fax machines or computers;
- Answers telephones, transfers calls and provides information to callers;
- Calls patrons to deliver messages or information on library materials;
- Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
- May assist library patrons in using materials and equipment;
- May receive interlibrary loan and reserve requests;
- May make minor repairs to audio-visual materials

**REQUIRED KNOWLEDGE, SKILLS ABILITIES AND ATTRIBUTES:** Working knowledge of office terminology, procedures and equipment as applied to library clerical work; basic keyboarding skills; working knowledge of library filing and shelving rules; ability to make simple arithmetic calculations accurately and with reasonable speed; ability to understand and follow oral and written instructions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to establish and maintain effective working relationships with co-workers, library patrons and the general public; physical condition commensurate with the demands of the position.

\* Training in library specific skills will be provided.

**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:** Graduation from high school or possession of a high school equivalency diploma. Prior to employment must obtain a satisfactory criminal history background check.

**Candidate is subject to a three month probation period and a yearly contract.**