

LIBRARY CLERK II**DEFINITION**

Under general supervision, to perform specialized library clerical duties related to the processing, circulation, inventory, and maintenance of educational media at the District library; to perform general clerical duties; to provide assistance and information to callers and visitors to the library; and to perform related duties as assigned.

TYPICAL DUTIES

Provides clerical support and general assistance to patrons at the District library. Processes and circulates library and media materials to teachers, staff, and school libraries. Answers telephones and greets visitors, providing information, scheduling equipment use, and directing visitors to library resources; takes messages and refers complex questions to appropriate personnel; provides routine patron reference services. Assists and demonstrates the use of equipment to teachers, staff, and volunteers; answers routine questions concerning the procedures and holdings of the media collection. Processes newly acquired media materials including media kits, posters, film strips, cassettes, models, microscopes, charts, and related materials. Performs clerical duties including typing, duplicating, and maintaining records; types forms, letters, and reports; opens and sorts mail. Counts and shelves returned library and media materials; pulls and bags films for distribution to school sites. Operates a variety of office and media equipment including typewriter, copier, audio visual equipment, and laminator. Assists with periodic inventories and in automating library processes and procedures; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Library Clerk II is the experienced-level classification in the series. Incumbents are assigned to the District library and assist in the District-wide processing, circulation, and distribution of library and media materials. **Library Clerk I** positions are assigned to school sites and provide clerical assistance in circulating, processing, maintaining, and distributing library media materials and textbooks.

EMPLOYMENT STANDARDS

Knowledge of: Modern media center practices and procedures, including the preparation of business correspondence, filing, and standard office equipment operation; library terminology, practices, and procedures; operation of computer and audio visual equipment; correct English usage, spelling, grammar, and punctuation; recordkeeping techniques; telephone and receptionist techniques.

Ability to: Process and circulate a wide variety of library and educational media materials; communicate effectively both orally and in writing; operate office and media equipment including computer and peripheral equipment; understand and follow oral and written directions; work cooperatively with others; type at a speed of 40 words per minute.

Typical Physical Activities and Work Environment: District library environment; work requires the ability to reach, bend, stoop, and lift objects weighing up to 25 pounds.

Typical Background: Any combination equivalent to graduation from high school and two years of general clerical experience including work experience in a multi-media library or resource center.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.