

LIBRARY CLERK I**DEFINITION**

Under general supervision, to assist in circulating, processing, and maintaining library books, textbooks and media materials at an assigned school library; to provide assistance to students and staff; and to perform related duties as assigned.

TYPICAL DUTIES

Provides clerical assistance in circulating, processing, distributing, and maintaining records related to library and media materials and textbooks. Assists students and staff in locating and utilizing library resources; demonstrates the use of library equipment and answers routine questions regarding library facilities and procedures; assists students in locating materials for research and other assignments. Circulates book, non-book, and media equipment to students, teachers and library patrons; checks materials and equipment in and out. Assists in issuing and collecting textbooks; receives, inspects, stamps, numbers, and processes textbooks; checks in shipments of new books and media. Shelves new and returned materials; inspects items for damage and makes routine repairs. Maintains records and prepares reports related to circulation, schedules, overdue materials, textbooks, and other library activities and materials. Performs routine typing of items including book cards, overdue notices, and records. Assists in maintaining a neat and orderly library environment; assists in maintaining appropriate student conduct and in preparing bulletin boards and displays. Operates various office and library equipment including typewriter, computer and peripheral equipment, copier, calculator, and audio visual equipment. Assists with inventory of library materials and textbooks. Performs general clerical duties such as typing, filing, duplications, and answering telephones. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Library Clerk I positions are assigned to school sites and provide clerical assistance in circulating, processing, maintaining and distributing library media materials and textbooks. **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.

EMPLOYMENT STANDARDS

Knowledge of: Basic school or modern media library practices and procedures; filing and record keeping procedures; operation of standard office equipment including computer and peripheral equipment; correct English usage, spelling, grammar, and punctuation; modern office practices, procedures, and equipment.

Ability to: Understand and follow oral and written directions; work cooperatively with adults and school-aged children; type at an acceptable rate of speed; communicate effectively both orally and in writing.

Typical Physical Activities and Work Environment: School 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 one year of general clerical experience including some library experience.

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.