

CITY OF COVINA

LIBRARY CLERK

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, learns to perform and performs a wide variety of technical and library support services related to patron assistance, circulation, acquisitions, and processing; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Library Clerk** is the part-time journey level position that provides support to the City of Covina Library by performing library support functions, including assisting patrons at the Circulation Desk, collecting fines and fees, processing and cataloging a wide variety of library materials, and overseeing inter-library loans. This classification is distinguished from the next higher classification of Library Assistant in that the latter requires a broader and more detailed understanding of library operations and performs duties involving a higher level of complexity and difficulty.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from a professional librarian or the Library Circulation Supervisor as assigned. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Assists patrons at the Circulation Desk; checks in and checks out materials; prepares materials for return to the circulating collection; registers new patrons and issues cards; provides patrons with materials that have been reserved; assists with collection analysis and provides suggestions; operates a variety of automated systems.
- Collects, adjusts and accounts for library fines and fees, including overdue, lost and damaged materials; processes overdue notices and lost/damaged letters; responds to patrons questions and resolves issues related to patron fines and fees; accepts and accounts for money received from book sales; operates the cash register.
- Processes and catalogues books, videos, audio tapes, CD's, and DVD's; prepares catalogue cards; assists in ordering, receiving and tracking library materials; processes standing orders for materials; withdraws items from the collection that have been weeded, lost or damaged; oversees and coordinates inter-library loans.
- Weeds out old magazines, newspapers and periodicals; arranges, shelves and files a variety of library materials; retrieves and sorts materials from outside book drop; performs a variety of library support

LIBRARY CLERK

Page 2

services, including assembling materials for displays, bulletin boards, information packets and posters.

- Inspects returned materials, including books, publications and audio/visual materials for damage; performs mending, cleaning and repair of materials as needed; processes audio/visual materials; operates audio/visual equipment.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in shelving books and filing other materials, and in preparing reports and retrieving and entering data using a computer keyboard. Additionally, the position requires near and far vision in reading written and numeric information and materials. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper, boxes and book carts weighing in excess of 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Library Clerk**. A typical way of obtaining the required qualifications is to possess one year of public library experience, and a high school diploma or equivalent. Related office support experience involving significant customer service or college level coursework in library sciences, business, public administration, or a related field may be substituted for the required experience.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Standard library routines, procedures, automated systems and services; library cataloging and classification systems; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Learn basic library procedures; alphabetize or numerically/chronologically sort materials; provide limited assistance to library patrons; work independently and as part of a team; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications, including a variety of library software.