

Class Code: E34
City of Anaheim
Class Specification

CLASSIFICATION:
LIBRARY CLERK

DEFINITION:

Under close supervision, to perform repetitive library clerical work.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS - Depending upon area of assignment, responsibilities and duties may include, but are not limited to, the following:

Registers patrons for library cards, including verifying addresses, completing forms, entering information into computer CRT and explaining library procedures.

Charges and discharges books from circulation desk.

Collects overdue and damaged book fines by using a cash register.

Receives and processes new library materials; accepts gift books and materials from the public.

Maintains bulletin boards in attractive and current condition.

Creates vendor orders from a variety of sources, stores items and inventories office supplies; transmits data electronically to vendors; verifies new library material shipments with on-order records.

Uses electronic databases to verify vendor inventory.

Locates and reserves books and materials upon request.

Types file cards, memos, envelopes, forms, general correspondence and reports.

Prepares books for shelving on book trucks.

Inspects incoming cassettes for damage.

Maintains a display of new cassettes.

Duplicates documents on a photocopier.

Enters new books and materials into automated library system.

Makes repairs to books and materials.

Packages books to be sent to other libraries and vendors.

Communicates with vendors by telephone.

Answers routine questions that do not require searching for and abstracting technical data.

Receives, opens, date stamps and distributes incoming mail and processes outgoing mail.

Operates a variety of office equipment, such as a typewriter, calculator, word processor, CRT and personal computer.

Operates CRT to enter and edit standard information using a limited number of programs and formats.

Files materials into established filing systems.

Compiles readily available information, not requiring interpretive judgment, into tallies and reports.

Performs other job-related duties as required.

JOB RELATED REQUIREMENTS:

Knowledge of: The use of the English language; basic math, and simple record keeping methods.

Ability to: Maintain accurate records and files; operate a typewriter keyboard accurately; use a personal computer and related software; understand and carry out oral and written instructions; communicate effectively with patrons and library staff; establish and maintain effective relationships with those contacted in the course of work.

NOTE: Positions in this class are assigned a varied weekly schedule which can require working evening hours and Saturdays.

Physical Requirements: Work in an office environment. Lift up to 10 pounds.

License and/or Certification: None

Supervision Received: Works under close technical supervision. Work in progress and completed work is reviewed regularly.

Career Ladder Information: Experience gained in this class may serve to meet minimum requirements for promotion to Senior Library Clerk or related classes.

FLSA Designation: Non - Exempt

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Unit of Representation - AMEA Clerical
Revised 09/86 - W. Jerz
Revised 7/91 - V. Kilmurray
Revised 9/97 - V. Kilmurray
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