

## LIBRARY CLERK

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### QUALIFICATIONS

#### A. REQUIRED

- High School graduate or GED **and**;
- An Associate's or higher degree **or**;
- At least two years of study at an institution of higher education **or**;
- Passing score on skills assessment
- Prior clerical work experience that demonstrates knowledge of word/data processing and procedures
- Passing score on the following skills assessments: Basic Computer, Internet Basics, and Using Email

#### B. DESIRED

- Previous experience working with school age children
- Related library experience in a college or university

### SUMMARY

Performs a variety of non-professional library and clerical duties of moderate complexity under general supervision. Regular attendance is necessary to perform the essential functions of this position.

Reports to: School Principal and Librarian

### ESSENTIAL FUNCTIONS

- Verifies author, title, and classification number against corresponding data on title page and types/inputs information onto catalog cards according to Dewey Decimal call numbers. Sorts and files catalog cards
- May receive and shelf or file periodicals, papers, pamphlets or other regularly received materials according to established procedures
- May process periodicals and newspapers for binding; assists in binding and making card notations to indicate status and location
- May be assigned to circulation desk to assist patron in locating books and other library services
- Responsible for all aspects of circulation (checking-out, checking-in, preparing overdue notices, reserves, book searches, etc.) while at circulation desk
- Types requisitions for acquisitions and posts title and fund cards with appropriate information
- Checks in and out different types of media and audiovisual equipment
- Verifies all in-coming orders for completeness and submits requisitions for payment
- Maintains data related to expenditures in all categories of library budget
- May help supervise student library aides
- Helps maintain discipline among students, when necessary
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement in 21<sup>st</sup> Century skills.
- Integrates knowledge and skills that are relevant to the 21<sup>st</sup> Century
- Performs related duties as required



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### **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to see, hear and speak at normal range, with or without reasonable accommodations
- Ability to read, write and comprehend
- Ability to analyze and problem solve
- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to reach, stoop, bend, twist and carry up to 20 pounds
- Ability to operate digital office and classroom equipment