

## LIBRARY CLERK

### DESCRIPTION

The Library Clerk performs a variety of clerical and technical tasks involving circulation and reference activities in the school library. Assist with instruction and supervision of individuals and groups.

### MINIMUM QUALIFICATIONS

The Library Clerk position requires the ability to:

- Perform a variety of clerical duties such as filing, sorting, duplicating, data entry and retrieval, and maintaining records
- Effectively operate equipment used in libraries – including computer, copier, 10 key adding machine, fax
- Make arithmetic calculations
- Develop and maintain effective and cooperative working relationships.
- Complete work amid interruptions
- Comply with schedules and meet deadlines
- Pass required background checks and clearances

### DUTIES

- Inputs and retrieves computerized circulation information
- Maintain a cataloged inventory of books and materials in the library collection
- Prepares requisitions for purchases
- Catalogs books
- Shelves books and teaches student volunteers to help with this task
- Prepares overdue notices and bills for lost or missing materials
- Instructs and assists teachers and students in the use of the facility and its materials
- Supervise students appropriately to maintain effective environment
- Creates an attractive, inviting atmosphere in the library, using displays and bulletin boards
- Attends library committee meetings
- Cleans and repairs worn or damaged books
- Participates in staff development as required

The above statements are intended to describe the general nature of work being performed. They are not intended to be an exhaustive list of all duties and responsibilities.

### WORKING CONDITIONS

- Weather: Exposure to hot, cold, wet, snowy, humid, or windy conditions caused by weather
- Heat: Exposure to non-weather hot temperatures
- Noise: Expose to intermittent sounds of a pitch of level sufficient to cause marked distraction. Level: moderate to very loud

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- Atmospheric conditions: Exposure to conditions, such as chemical fumes, noxious odors, dust, mist, gases, and poor ventilation, that affect the respiratory system, the eyes, or the skin
- Hazards: moving equipment, electrical shock from using electrical equipment, high exposed places, radiant energy, explosives (gasoline), cleaning solvents

PHYSICAL ACTIVITIES REQUIRED										
Standing	Sitting	Walking	Bending	Stooping	Climbing	Kneeling	Pushing	Twisting	Reaching	Crawling
D/F	D/F	D/F	D/F	D/F	D/O	D/F	D/F	D/F	D/F	W/O

LIFTING				
Size of Object	To and From Ground Level	To and From Waist Level	To and From Chest Level	To and From Shoulder Level and Above
#0-10	D/F	D/F	D/F	W/O
#11-20	D/F	D/F	D/F	W/O
#21-50	D/F	D/F	D/F	W/O
#51-100	W/O	W/R	O/R	O/N
#100-125	O/R	O/R	O/R	O/N

CARRYING				
	Distance Carried	Frequency Carried	Method	Height Object
#0-10	200'	D/F	Hand held	Waist level
#11-20	200'	D/F	Hand held	Waist level
#21-50	100'	D/F	Hand held	Waist level
#50-100	200'	M/O	Cart	-
#100-125	4'	O/R	On and off cart	-

Key:

Frequency	Percentage of Frequency
D Daily	N Not performed at all
W Once a week	R Rarely
M Once a month	O Occasionally
O Other	F Frequently
	C Continuously

Salary Range:

Range G of the Classified Salary Schedule

Employment Period: