

7/7/80
Rev 6/30/86**City of San José****LIBRARY CLERK (6213)
LIBRARY CLERK (PART TIME) (6214)****CLASS PURPOSE**

Under general supervision, performs a variety of clerical duties of routine difficulty in connection with library materials and provides assistance to library patrons. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Provides general assistance to patrons in circulation services, locating library materials.
- Handles routine patron problems, referring complex problems to a supervisor.
- Enters data to computer, maintains patron records, issues library cards, checks out materials.
- Accepts fines and operates cash register, may balance cash and prepare pay-in summaries.
- May serve as lead person for pages, volunteers and other staff on shift or in absence of regular supervisor, and assists in their training.
- Records and encodes incoming materials, arranging them in an organized manner using standard classification systems.
- Inventories and orders unit supplies, their orders for books and materials and processes them into the circulation system by encoding, preparing catalogue cards and routing to appropriate service desks.
- Reserves materials for patrons, provides a limited amount of reader assistance.
- May participate in presenting programs for patrons, displays, bulletin boards, etc.
- Types various forms, cards, lists, letters and other information as required.
- Helps promote the image of the library in the community by providing prompt, accurate patron assistance, community information.

DISTINGUISHING CHARACTERISTICS

This class is the second level in the Library Clerical series and provides general circulation services to patrons through a broad range of clerical support and public assistance. It differs from the next lower class of Library Page in that incumbents of the latter learn to perform sorting, shelving, and checking of library materials and may follow the lead direction of incumbents of this class. This class differs from Senior Library Clerk in that incumbents of that class perform as full supervisors or as clerical support to a professional librarian performing system-wide functions.

QUALIFICATIONS**Minimum Knowledges, Skills and Abilities**

- Knowledge of general library circulation processes and public services
- Knowledge of filing and shelving library materials and general clerical procedures.
- Ability to type at a net rate of 35 WPM.
- Ability to follow a variety of written and oral directions and perform routine clerical work with frequent changes in schedules and priorities.

Competency Knowledges, Skills and Abilities

- Knowledge of various computer terminal modes.
- Knowledge of the use of card catalogues and other library files.
- Ability to prepare simple financial records, handle fine charges and make change.
- Ability to lead and schedule the work of other clerical staff at the same or lower levels.
- Ability to deal with routine patron problems and maintain effective, harmonious patron relationships.

Training and Experience

Any combination of training and experience equivalent to completion of high school and one (1) year experience performing duties similar to Page, which would include checking in and out of library materials and performing simple office routines.