

LIBRARY CLERK

Confidentiality Statement

GRADE 17

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs responsible clerical work shelving books and assisting patrons; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Shelving books; assisting patrons; placing library materials in proper location; processing library materials and loan/hold requests.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Shelves library materials; places library materials in appropriate shelving areas and files in appropriate order; reads labels of books on shelves to ensure materials are arranged in proper order; moves incorrectly shelved materials to proper locations.
- Re-shelves reference materials used by patrons and books left on tables; shifts entire sections of books to other shelves or shelving areas to accommodate expansion of collection.
- Empties outside book drops after normal hours and during day as needed.
- Loads books and library materials on book carts; moves books carts and unloads materials in proper locations.
- Processes various library materials as appropriate; transfers/delivers materials to appropriate section of library; sorts materials to be returned to branches; moves donated books to designated building/locations.
- Provides backup coverage for circulation desk staff as needed; checks library materials in/out; collects library fines from patrons; updates patron records.
- Performs customer service functions; greets visitors and refers patrons to appropriate staff members or areas of library; assists patrons in locating books; assists patrons with use of copy machines, on-line computers and other library equipment; refills equipment supplies.
- Processes incoming and outgoing mail; puts postage on meter; compiles usage records; checks on postage supplies.
- Conducts errands; delivers books and mail to/from branch libraries; delivers donations, recyclable materials, or other items from branch libraries to main library; maintains library van; schedules maintenance; maintains courier, mileage and gas logs.
- Performs general opening/closing procedures; picks up daily newspapers.
- Prepares or completes various forms, reports, correspondence, workload indicators, book repair forms, patron hold/loan requests, lost/paid receipts, claims returned forms, damaged book forms, reserve/loan forms, problem tape forms, insured package forms, time sheets, leave requests, or other documents.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the procedures, practices and equipment of a public library; ability to learn standard library tasks and prescribed routines; ability to perform routine clerical and record keeping tasks; ability to operate office and data entry equipment; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with associates and library patrons.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

May require possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.