GENERAL PURPOSE

The part-time Library Clerk performs a variety of responsible library clerical work; responds to questions and inquiries from library patrons; and performs a variety of tasks relative to assigned areas.

DISTINGUISHING CHARACTERISTICS

Under supervision of the City Librarian or Circulation Supervisor/ Librarian performs routine circulation desk duties including, but not limited to: using electronic circulation system to check materials in and out to patrons of all ages; issuing library cards; entering patron information correctly into the database; collecting fines and fees; processing overdues, bills and inter-library loans; answering phones and directing calls; sorting mail; mending worn or damaged materials; and assisting patrons with copy machine, printer and other library equipment. The Library Clerk II may also be responsible for processing materials and entering cataloging information into the integrated library system database.

ESSENTIAL FUNCTIONS

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:
Performs a variety of routine circulation and customer service duties such as registering customers and issuing library cards, checking out books, magazines, audiovisual materials and other items; receiving returned materials and computing and collecting fines.

Assists in maintaining items on the shelves, including but not limited to removing and/or changing item records in cataloging system.

Answers questions in regard to registrations, reserves and overdue books; maintains records for periodicals, including checking in items, entering records in computer system and removing items when instructed.

Assists in processing interlibrary loans, including receiving, returning and maintaining proper records; assists in mending materials.

Receives training through the United States Department of State and performs duties to act as Passport Acceptance Agent.

Assists with functions of other departments as needed, including but not limited to fundraising events, recreation programs, and other city programs/events.
Performs related duties as required.

**QUALIFICATIONS**

**Knowledge, Skills and Abilities:**

**Knowledge of**
Correct English usage, spelling, grammar, punctuation and basic mathematics; familiarity with modern office procedures and equipment including computers and Microsoft Office products.

Principles and practices of Basic Library Information Science and terminology.

Clerical techniques, office methods and office machines.

**Skills/Abilities**
Ability to understand and carry out oral and written instructions; work with minimal supervision; and to compile and maintain records.

Communicate effectively both verbally and in writing.

Learn library terminology and standard library practices and techniques, including the use of the Dewey Decimal System; the library’s integrated library system; and effective use of Microsoft Office products; keyboard at 40-45 words per minute.

Learn the services and materials offered by the Library; promote resources and answer basic inquiries.

Establish and maintain accurate records; work accurately with numbers and the alphabet.

Ability to establish and maintain an effective working relationship with the public, staff, and volunteers; assist the public tactfully and courteously.

Must be detail oriented and flexible in accepting changing assignments as needed.

Ability to work flexible hours including evenings and weekends.

**Education and Experience:**
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

**Education**
High school graduate (or substitution of G.E.D. or California Proficiency Certificate).

**Experience**
One (1) year clerical experience or two (2) years office clerical experience.

**Physical Demands and Work Environment**

**Physical demands**
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Employee is regularly required to sit or stand for prolonged periods of time; talk or listen in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment and material; bend and squat to perform material searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; While performing duties, the employee is regularly required to lift up to 15 pounds and carry library materials and equipment; walk up and down stairs; and assist with program set-up/take-down as necessary.

**Work environment**

Characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job indoors, the work environment is generally in a temperature controlled office. Noise levels in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, telephones and other office equipment.

Department: Community Services
FLSA Status: Non-Exempt
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