

CITY OF SALINAS

LIBRARY CLERK

BARGAINING UNIT/CLASS CODE:
SMEA / 110

DEFINITION

Under supervision, perform routine clerical work in the support services of the library system.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from a Principal Library Technician or a Senior Library Technician. May receive indirect supervision from higher-level department staff. Exercises no supervision.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Assist in receiving and processing books and other acquisitions for the library collection. Label, cover and prepare books and pamphlets for shelving. Type book lists, records, order forms and other items. Inventory and order supplies. Assist in circulation procedures by charging out and accepting returned books, pamphlets, periodicals, and other library materials; prepare returned library materials for return to the circulation collection. Respond to patron in-person and telephone requests for library materials, services and information. Compute and collect monies for reserves, overdue fines, lost materials and other miscellaneous library materials; count and balance revenue receipts; prepare for deposit. Search shelves for specific books and periodicals. Register resident and non-resident patrons for library cards. Take circulation count. May mend and repair books. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read printed materials and distinguish colors; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, climb and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 25 lbs; may infrequently lift up to 40 pounds of books; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to standing at the public service counter for long periods of time, bending, crouching, or kneeling at files. Occasionally pushing/pulling of book carts and supplies, lifting and transferring books from bins to carts and to shelves; reaching in all directions and frequent periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

Library terminology. Dewey Decimal system. Library filing rules and procedures. Modern office methods, practices and procedures. English usage, spelling, grammar, and punctuation. Basic arithmetic.

**CITY OF SALINAS
LIBRARY CLERK (continued)**

Ability to:

Follow oral and written instructions. Perform or learn library clerical tasks and become familiar with departmental procedures. Use standard office and library equipment. Spell correctly. Make routine mathematical calculations. Deal courteously and tactfully with the public. Establish and maintain effective relationships with others. Effectively organize workload.

Skills to:

Type at a speed of 40 words per minute.

License or Certificate:

Possession of a valid California Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to graduation from high school/GED and one year of general office assistance work experience; preferably including experience in public contact or library work.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 2-94, REV: 2-07