

## **LIBRARY CLERK-TYPIST I**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized clerical work which involves providing support to the library staff in the efficient operation of the library. This includes assisting patrons with locating and checking out materials, organizing and shelving books, maintaining library records, performing circulation activities, and ensuring a welcoming and orderly library environment. The clerical duties of this position require an understanding of library terminology, application of library practices, principles and services, carrying out assignments independently and the use of judgment in handling a variety of clerical duties. The work differs from Library Clerk I in that this position requires a skilled typist. The work is performed in accordance with prescribed procedure under the supervision of a professional librarian or higher-level clerical employee. Work direction (e.g., lead work) may be exercised over lower-level clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Provides information and assistance to library users regarding library policies, procedures and resources;

Maintains accurate and up-to-date records of library materials, including cataloging and shelving books;

Orders and keeps an inventory of library and office supplies;

Assists library patrons in locating and checking out books, periodicals and other materials;

Performs circulation activities, including issuing library cards, processing returns and handling overdue fines;

Uses computerized library software to update library database and perform routine searches;

Performs other routine clerical tasks, such as answering phone calls, responding to emails and processing interlibrary loan requests;

Inspects returned library materials for damage;

Keeps records of the movement of library materials and maintains appropriate files;

Compiles data for reports on library usage, circulation, holdings, etc.;

Disposes of obsolete materials in accordance with established procedures;

Operates standard office machines and utilizes various computer programs and applications for the completion of work assignments;

May assist with library programs and events, including setting up displays and promoting library services;

May give work direction to lower-level clerical employees;

May treat materials for preservation and prepare materials for binding.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of office terminology, procedures and equipment as they apply to library clerical work; good knowledge of reference sources commonly used in library clerical support work; good knowledge of library filing and shelving procedures and rules; working knowledge of business arithmetic; working knowledge of library services and practices; ability to type at a rate of speed satisfactory to the appointing authority\*; ability to provide work guidance to others; ability to understand and carry out moderately difficult oral and written instructions; ability to keep records and compile data for reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others.

(over)

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and two (2) years of clerical experience; one (1) year of which must have been library clerical work.

**NOTES:**

1. Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis.
2. Post high school education may be substituted for the one (1) year of general clerical experience on the basis of thirty (30) college credits per year of experience.

\*To be demonstrated during the probationary term.