

Library Clerk

Candidates will administer and perform related library services. Tasks may include selecting, acquiring, cataloging, classifying, circulating, and maintaining library materials. Assist patrons with library needs. May perform in depth research, analyze, filter, and edit information. Qualified candidate must be able to successfully complete criminal background and drug screen.

TASKS

Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas.

Open and close library during specified hours and secure library equipment, such as computers and audio-visual equipment.

Locate library materials for patrons, including books, periodicals, tape cassettes, Braille volumes, and pictures.

Enter and update patrons' records on computers.

Answer routine inquiries and refer patrons in need of professional assistance to librarians.

Manage reserve materials by placing items on reserve for library patrons, checking items in and out of library, and removing out-dated items.

Lend, reserve, and collect books, periodicals, videotapes, and other materials at circulation desks and process materials for inter-library loans.

Instruct patrons on how to use reference sources, card catalogs, and automated information systems.

Inspect returned books for condition and due-date status and compute any applicable fines.

Maintain records of items received, stored, issued, and returned and file catalog cards according to system used.

Perform clerical activities, such as answering phones, sorting mail, filing, typing, word processing, and photocopying and mailing out material.

Register new patrons and issue borrower identification cards that permit patrons to borrow books and other materials.

Process new materials including books, audio-visual materials, and computer software.

Provide assistance to librarians in the maintenance of collections of books, periodicals, magazines, newspapers, and audio-visual and other materials.

Review records, such as microfilm and issue cards, to identify titles of overdue materials and delinquent borrowers.

Send out notices and accept fine payments for lost or overdue books.

Maintain library equipment, such as photocopiers, scanners, and computers, and instruct patrons in proper use of such equipment.

Schedule, supervise, and train clerical workers, volunteers, student assistants, and other library employees.

Repair books using mending tape, paste, and brushes or prepare books to be sent to a bindery for repair.

Take action to deal with disruptive or problem patrons.

Prepare, store, and retrieve classification and catalog information, lecture notes, or other information related to stored documents, using computers.

Select substitute titles when requested materials are unavailable, following criteria such as age, education, and interests.

Prepare library statistics reports.

Deliver and retrieve items to and from departments by hand or using push carts.

Assist in the preparation of book displays.

Classify and catalog items according to content and purpose.

Operate small branch libraries, under the direction of off-site librarian supervisors.

Plan or participate in library events and programs, such as story time with children.

Perform accounting and bookkeeping activities, such as invoicing, maintaining financial records, budgeting, and handling cash.

Operate and maintain audio-visual equipment.

Place books in mailing containers, affix address labels, and secure containers with straps for mailing to blind library patrons.

Design or maintain library web site and online catalogues.

Acquire books, pamphlets, periodicals, audio-visual materials, and other library supplies by checking prices, figuring costs, and preparing appropriate order forms and facilitating the ordering process by providing such information to others.

SKILLS

Reading Comprehension - Understanding written sentences and paragraphs in work related documents.

Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Service Orientation - Actively looking for ways to help people.

KNOWLEDGE

Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Education and Training - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Please email resumes to jobs@pikelibrary.org