

## CITY OF LINCOLN

### LIBRARY CLERK

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under direct supervision, performs a number of routine library and clerical tasks; including but not limited to shelving, shelf reading, and organizing library materials; assure shelves are properly organized, help customers to locate materials and services, check materials in and out, answer phones, process and repair library materials and perform other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Library Clerk** is the working and entry level position in which incumbents are expected to perform assigned library support clerical duties. This class is distinguished from the next higher class of Library Assistant in that the latter has decision authority and training responsibilities, in addition performs more advance paraprofessional library tasks, such as copy cataloging and reference.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Director of Library Services, Library Coordinator or his/her designee. Does not exercise supervision over assigned staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Shelves books according to Dewey Decimal system or other designated system
- Moves materials to and from boxes, book drops, carts, and shelves.
- Reads shelves to assure proper location and organization of books.
- Assists with clerical Library duties as required.
- Perform basic circulation duties.
- Assists patrons both in person and via telephone; explains and assists users in utilizing library resources; routes problems and concerns to appropriate Library staff.
- Sets up meeting facilities.
- Operates a variety of office, media and Library equipment and software.
- Assists Library staff as needed and directed.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the public.

#### **WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, pushing, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination for preparing documents and data using a computer keyboard and processing and mending library materials. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

## LIBRARY CLERK

Page 2

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Library Clerk**. A typical way of obtaining the required qualifications is to possess a high school diploma or its equivalent, public service skills, and computer knowledge. Applicants with bilingual abilities are encouraged to apply.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Standard office and administrative policies and procedures; specified computer applications involving word processing, data entry;; knowledge of alphabetizing, indexing, and/or filing methods; basic principles of mathematics; methods and techniques for record keeping and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Participate in a variety of tasks relating to providing library services; alphabetizing, indexing and/or filing methods, including the Dewey Decimal system; work with hardware and software applications specific to libraries: interpret and apply administrative and departmental policies and procedures; analyze situations appropriately and adopt effective courses of action; perform mathematical calculations quickly and accurately; interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and deal courteously with the public and co-workers..

**Skill to:**

Operate an office computer and a variety of word processing and library software applications; work with a diverse public and staff.

**Salary Range:** Professional Admin Range 4  
**FLSA:** Nonexempt  
**Employee Group:** Professional & Administrative Group  
**Adopted:**