

**CHICO UNIFIED SCHOOL DISTRICT
LIBRARY CLERK**

DEFINITION

Under general supervision, to perform a variety of clerical and library duties in a school library; to provide assistance to the librarian; and to provide general information and assistance to students and staff.

SUPERVISION EXERCISED

May exercise functional and technical supervision over student assistants and parent volunteers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Prepare and maintain schedules for the circulation of books and materials in the library using established procedures.
- Maintain the physical appearance and easy use of the library.
- Check out library materials to students and staff; check in and prepare materials for return to the circulating collection; check the condition of books; repair torn or damaged pages, pictures and materials as appropriate.
- Prepare and maintain a list of lost or missing library books; bill, record and collect money for lost library books.
- Participate in periodic inventories of library materials.
- Respond to requests for library materials, services and information; provide assistance to students, faculty and staff in the use of audio visual, photocopying and related equipment.
- Evaluate and maintain orderliness of shelved materials; shelve books, periodicals and newspapers; pull and route materials in need of mending, binding, repairing or discarding.
- Operate and maintain equipment, including laminating machine, VCR, camera, video cassette recorder, video camera and other related equipment.
- Perform general clerical work; type and maintain purchase orders for library purchases and repairs; process incoming supplies, microfiche, magazines and daily mail; may enter information into computer; maintain files and records.
- Instruct and orient classes or groups of students in the effective use of the library and appropriate behavior while in the library.
- Record, tabulate and compile data for summary reports.
- Supervise students and volunteers participating in clerical functions, shelving duties and processing library materials.
- Consult with the librarian and teachers when ordering new books and materials.
- Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Basic operations, services and activities of a library;
- Principles of record keeping and reporting;
- Basic library terminology;
- Modern office procedures, methods and computer equipment;
- Basic principles and practices of taking inventory;
- Alphabetical, numerical and subject matter filing systems;
- English usage, spelling, vocabulary, grammar and punctuation;

- Basic mathematical principles.

Skill to:

- Learn to operate a variety of modern library equipment, including audio-visual and computer equipment;
- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:

- Learn specialized library procedures, including in the area of circulation and reference;
- Learn and correctly interpret and apply the policies and procedures of the function to which assigned;
- Perform responsible clerical library work involving the use of independent judgement and personal initiative;
- Assist library patrons in response to basic and routine reference and related library questions;
- Understand the organization and operation of the District library system as necessary to assume assigned responsibilities;
- Participate in the library's circulation function;
- Mend and repair books and materials as needed;
- Perform responsible and general clerical support work;
- Provide direction and training to students and parent volunteers;
- Prepare and maintain accurate and complete records;
- Compile information and prepare reports;
- Work independently in the absence of supervision;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- One (1) year of clerical experience, including some exposure to basic library procedures.

Training:

- Equivalent to the completion of the twelfth grade.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to sit, stand, walk, kneel, stoop, reach, twist and lift 25 lbs.