

DEPARTMENT: SCHOOLS
CLASSIFICATION: COMPETITIVE
APPROVED: JUNE 24, 2004

LIBRARY MEDIA CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing library clerical operations and supervision of library clientele requiring prior training and/or knowledge. Work is performed under the direct supervision of a higher-ranking employee when beginning new procedures; however, once the procedure has been adopted, employees in the class can proceed with little or no additional supervision. Supervision may be exercised over groups of students. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Searches for simple bibliographical data using standard sources - card catalog, computer database, etc.;
2. Performs routine searches of and updates computer records;
3. Prepares and checks invoices;
4. Maintains records of added volumes and serial publications;
5. Reserves library materials for readers;
6. Maintains inter-library loan records;
7. Assists in inventories;
8. Explains lending rules and assists clientele in routine operations;
9. Operates and may maintain inventory of computer and audio visual equipment;
10. Processes circulation records;
11. Compiles data for statistical reports and types a variety of material;
12. Supervises groups of students under the supervision of professional staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment which are typically applied to library clerical work; working knowledge of library filing and shelving rules; ability to type from clear copy or rough draft; ability to maintain records in a database; ability to understand and follow verbal and written directions; ability to supervise; ability to follow a prescribed routine; mental alertness; accuracy; sound professional judgment; initiative; tact; resourcefulness; industry and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **and** six (6) months of experience in library work.

SPECIAL REQUIREMENT:

Candidates must qualify on the Data Base Clerk performance test.

NOTE:

Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time requirements.

06/24/2004; 09/28/1994