

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

LIBRARY CLERK

DEFINITION:

Under general supervision, to perform a variety of journey-level library-related clerical duties in the Library Department.

*** EXAMPLES OF DUTIES:**

- Registers and issues library cards to patrons;
- Checks library books and materials in and out using an automated on-line circulation system;
- Calculates and collects fines and other charges for overdue, lost or damaged library materials;
- Answers routine questions regarding the location and use of library facilities and resources as well as basic reference questions;
- Explains general library policies and procedures to library patrons and assists them in using automated catalog system;
- Types book orders, book lists, memorandums, and other reports and correspondence;
- Compiles statistics and maintains records and files related to library services and activities;
- Determines the availability of books and other library materials requested by patrons and other libraries;
- Requests books from other libraries for patrons;
- Places new book orders and other library materials using an automated acquisition system;
- Receives and processes new books, periodicals and other library materials; searches data bases for bibliographic records and enters cataloging data for books into an automated catalog system;
- Enters and deletes book information from an automated circulation system;
- Orders supplies and processes mail;
- Retrieves materials from storage; and answers patrons' questions regarding the availability of storage materials;
- Troubleshoots minor patron computer use problems;
- Supervises branch or section in absence of professional Librarians or Library Assistants;
- Assists Librarians with less-complex administrative projects;
- Oversees patron use of microform equipment, and maintains microform collections;
- Makes collection suggestions to librarians based on patron requests or book reviews;
- Performs basic equipment and library book maintenance;
- Conducts patron training on all electronic technologies including the Internet, resume worker, research databases and computerized word processing;
- Leads the work of subordinate clerical personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of clerical experience, including six months of experience directly assisting library patrons; ordering and processing library books and materials; working with the automated library cataloging and circulation systems; or working with bibliographic data bases. Some positions may require the ability to type at a corrected speed of 50 words per minute.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.