



## CLASS SPECIFICATION

**Class Title:** Library Clerk  
**Department:** Library

**Class Code:** 4407  
**Eff. Date:** 11/01/14  
**Grade:** 9

### GENERAL PURPOSE

Under general supervision of an administrative supervisor, performs working level duties related to the circulation or processing of Library materials.

### EXAMPLE OF DUTIES

Performs routine duties including shelving, shelf reading, realigning the collection, checking books in and out, and answering telephones.

Collects fines; receives and exchanges money; records money received; processes payments for lost books.

Provides information of a general nature or refers patrons to the appropriate staff member.

Accepts patrons' registrations; enters registration information into computer.

Prepares new materials for use in the Library; affixes labels, dates, library address, plastics covers, etc. as needed to a variety of items.

Repairs Library's materials as needed; processes items for bindery and book sale, and discards items as needed.

Prints overdue notices and prepares notices for mailing. Processes mail for the Library.

Performs routine out-of-system loan duties including filling requests from other library systems, preparing and packaging loans, entering brief records, etc.

Performs simple computer operations and related record keeping duties.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

This is an entry level position with no minimum education and experience requirement.

**2. Special Qualifications:**

Must pass a criminal history background investigation.

Must pass the Library's data entry test.

Must be at least sixteen years old.

**3. Necessary Knowledge, Skills, and Abilities:**

Working knowledge of: alphabetical and numerical sequencing as related to library filing; general office practices and procedures.

Ability to: sort and transport library books and other items from shelves, delivery trucks/vans, or appropriate boxes for delivery to other branches; perform routine and detailed clerical duties; efficiently enter and retrieve information using computer system; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, other employees and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***