



EMPLOYMENT OPPORTUNITY

LIBRARY CLERK I (PT/Substitute*)

(*Part-time up to 19 hrs. per week, hours may vary from week to week)

**Salary Range \$15.98 – \$20.60/Hourly
Part-time w/No Benefits
Application Deadline: March 21, 2014**

For application materials visit our website at www.RanchoMirageCA.gov or call (760) 324-4511.
(Completed City Application Form required; no facsimiles or e-mail sent/received in this recruitment.)

DEFINITION

Under general supervision of the of the Library Clerk II and/or Principal Librarian, performs general clerical work in support of the various functions of the library; participates in the circulation services function; performs copy cataloging; processes departmental invoices; handles inter-library loan processes; performs related duties as required.

CLASS CHARACTERISTICS

This is the entry level class in the part-time/substitute library clerk series. This class is distinguished from the part-time/substitute library clerk II position by the performance of more routine tasks and duties, and by the level of responsibility assumed.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Checks out library materials to patrons; checks in and prepares materials for return to the circulating collection; registers patrons; renews materials; collects fines for overdue materials and fees for lost or damaged materials.
2. Responds to patrons in person or on telephone for requests for information, library materials or services, referring to appropriate staff when necessary.
3. Processes and inputs library materials for introduction into the library collection, including security stripping, applying labels and property stamps.
4. Searches the catalog and places reserves; prepares inter-library loans; maintains reserve shelf; prepares patron action forms; routes materials in need of mending, binding or discarding; searches shelves for lost and missing library materials.
5. Processes video and sound recordings collections; inspects recordings for damage or distortion.
6. Orders and receives library materials from established vendors; maintains simple accounting records for materials ordering.
7. Performs general clerical work such as typing, entering information into a computer, and maintaining files and records.
8. Receives materials in delivery; sorts and routes mail, correspondence and other materials.
9. Mends and repairs library materials for re-use; prepares and handles materials for commercial binding.



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10. Maintains bulletin boards and give-away racks.
11. Assumes duties of library page as needed.
12. Operates a variety of office and library equipment including computers, printers, automated circulation equipment, micrographic equipment and photocopiers.
13. Performs related duties as assigned.

QUALIFICATION GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the required knowledge, skills and abilities is qualifying. High School Diploma or GED required; work experience in a public library or related similar experience is highly desirable.

Knowledge, Skills and Abilities

Knowledge of modern office methods, procedures and equipment; English usage, grammar, spelling and punctuation; principles of basic mathematics. Ability to use judgment in the application of departmental policies and procedures; learn basic library services and functions; understand and follow verbal and written instructions; operate office and library equipment; make routine arithmetic calculations; establish and maintain cooperative working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, an appropriate California driver's license and a satisfactory driving record.

ESSENTIAL ELEMENTS

Physical Demands

Sitting, standing, walking, reaching, grasping, lifting, manual dexterity, clear speech-complex, clear-seeing, and driving (car).

Stress Factors

Some pressure in assisting the public. Ability to interpret and explain actions to the public and supervisor.

Work Environment

Considerable work with the public and staff; verbal contact, face-to-face and telephone.

Mental Requirements

Reading complex, writing complex, perception/comprehension and judgment.

Equipment

Computer, keyboard, telephone, calculator, photocopier, micrographic equipment and automated circulation equipment.