

AMADOR COUNTY UNIFIED SCHOOL DISTRICT  
LIBRARY CLERK

DEFINITION

Under general supervision, to perform a variety of responsible library clerical work; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class independently perform library clerical duties. Incumbents are responsible for the day-to-day operation of a library under the general guidance of a school administrator. Incumbents must have a good knowledge of library work, be able to plan and schedule work to meet the needs of instructional staff and be able to interact positively with school children. Incumbents are also required to develop library skills and creative learning activities, to present learning experiences to students and to monitor and control students assigned to the library in the absence of the classroom teacher. Some of the tasks require an incumbent to make suggestions regarding appropriate library materials for use in a given situation, to indicate references and sources of information, and to aid students and teachers in the selection of reading materials. Frequent and close contact with students and/or teachers is characteristic of positions in the schools.

EXAMPLES OF DUTIES

- Operates a school library;
- Directs, assigns, monitors and corrects the work of students using the library;
- Instructs and assists students in the use of the card catalog, basic reference sources and in finding materials;
- Checks books in and out to students and/or teachers;
- Evaluates collection for additions, withdrawals and duplications;
- Inventories, repairs and orders books;
- Prepares, compiles and reserves books and other materials for teachers and classes to use in special assignments;
- Conducts story reading units;
- Prepares and plans library programs;
- Monitors and controls student behavior in the library;
- Keyboards, files and compiles circulation statistics and other information;
- Keyboards pockets and catalog cards;
- Stacks, shelves, wraps, boxes and files books;
- Mends and repairs books as needed;
- Prepares new library materials for circulation by stamping in, gluing cards and pockets, and covering books;
- Reviews and revises card catalogs as needed;
- Maintains library in an orderly manner in line with learning objectives;
- Classifies and catalogs new materials;
- Maintains periodical file;
- Receives and processes periodicals for library and classroom use;
- Prepares requisitions for books, periodicals and library supplies and equipment;
- Supervises and trains student helpers;
- Opens and sorts library mail;
- Composes, keyboards and mails routine correspondence;

AMADOR COUNTY UNIFIED SCHOOL DISTRICT  
LIBRARY CLERK

- Accessions each new book and records in accession book;
- Tends to plants in library;
- Answers telephone and provides varied information;
- Inventories library materials;
- Maintains bulletin boards;
- Checks prices and communicates with vendors, teachers and school personnel;
- Receives, logs in and prepares books for display in the library;
- Maintains files and logs on library use;
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

Library methods, practices and terminology;  
Dewey Decimal System, Sears Subject Headings and American Library Association filing rules;  
Card catalog and basic reference sources;  
English usage, spelling, grammar and punctuation;  
Modern office and audiovisual equipment and procedures;  
Book binding and repair;  
Record keeping techniques;  
Behavior of children;  
Basic public relations.

Ability to:

Use Dewey Decimal or equivalent classification system and basic library reference materials;  
Assist teachers and students with special projects;  
Perform paraprofessional cataloging and referencing work with minimal supervision;  
Instruct students in the use of the library;  
Maintain discipline and order among students using the library;  
Order, process, distribute and maintain records on textbooks;  
Operate a typewriter at 20 WPM or more;  
Operate audiovisual equipment;  
Organize complex filing systems;  
Understand and carry out oral and written instructions;  
Establish and maintain effective working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is entry-level experience performing basic library clerical work involving the use of Dewey Decimal System or equivalent and interaction with elementary and adolescent age students;

and

Completion of coursework in library science or a closely related field.

AMADOR COUNTY UNIFIED SCHOOL DISTRICT  
LIBRARY CLERK

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position requires the prospective employee to pass a pre-employment physical.

Physical Requirements

1. Employee lifts/carries 60 pounds occasionally (less than 33% of the time)
2. Employee lifts/carries 30 pounds frequently (34-66% of the time)
3. Employee lifts/carries 10 pounds constantly (67-100% of the time)
4. Employee's position requires pushing a maximum force of 71.4 on objects.
5. Employee's position requires pulling a maximum force of 71.4 on objects.

Mobility:

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. ~~Mobility of lower body is not required.~~

Vision:

Positions in this class require vision (which may be corrected) to read small print.

SALARY LEVEL

Range 8 of the ACUSD Classified Salary Schedule.