

TOWN OF HAMDEN

Library Clerk

**Classified/Competitive
Department: Library**

**B.U.: AFSCME 1303-115
Salary: Scale A**

Position definition:

Performs responsible and varied clerical duties in a library setting. May be assigned to different library departments (e.g. circulation, reference, technical services, children's or media, or branches) as needed.

Supervision received:

Receives general supervision from the Library Circulation Supervision, librarians, or most senior staff at point of service.

Supervision exercised:

Provides general supervision to library pages. May also provide supervision to other library clerks, if in a senior position. May also supervise volunteers.

Examples of essential job duties:

Performs general clerical tasks in a library setting. Types labels, lists, and reports as required. Maintains materials, supplies, equipment or inventory of same, for assigned unit. Maintains files as needed. Operates standard office equipment such as computers, printers, copy machines, cash registers, calculators, typewriters, etc. Answers telephone calls and provides information as needed or refers calls to other staff. Maintains a neat and organized work area. Prepares materials promoting use of the library, including posters, newsletters, and displays. Performs special projects as assigned.

If assigned to the Circulation Department:

Charges and discharges library materials; records and registers patrons; sorts and routes incoming materials to proper carts; shelves or outgoing boxes; calculates, receives and records on cash register fees or fines; inspects incoming library materials for damages and makes minor repairs as possible; audits shelf reading by pages; trains new pages; notifies customers about reserved materials; delivers routed library materials to other library departments or branches as needed; works on special projects as assigned.

If assigned to Technical Services:

Processes new library materials under supervision; performs database input and maintenance. Works on special projects as assigned.

If assigned to Reference Department:

Checks in and prepares newspapers and periodicals; re-shelves reference collection materials and maintains shelf order in same; delivers library materials to other library departments or branches as needed; answers general library information questions whether by phone or in person, or refers questions to other staff; maintains copy machines and other computer equipment as needed; receives and routes gift materials to subject specialists; works on special projects as assigned.

If assigned to Children's Department:

Works under the supervision of the Children's Librarian or other senior staff.

If assigned to Media Department:

Works under the supervision of the Media Department LTA as needed.

If assigned to the branches:

Works under the supervision of the branch senior staff.

Examples of incidental duties:

As assigned. Participates in training and professional development programs.

Minimum qualifications required:

The skills and knowledge required would generally be acquired with graduation from high school with one year of public library experience, or one year of general clerical experience, or an equivalent combination of education and experience.

Knowledge, skills, and abilities:

Must be able to demonstrate courtesy, diplomacy and sincere interest in helping public. Must have ability to answer inquiries properly and provide correct information. Must be able to relate to patrons and have the ability to establish and maintain effective working relationships with library staff. Must be able to carry out instructions furnished in written and oral form. Ability to acquire a working knowledge of library principles and practices is necessary. A working knowledge of basic office procedures, including filing, scheduling and posting is required. Ability to use integrated office software such as Microsoft Office and its applications. Ability to add, subtract, multiply and divide all units of measure is required. Must be able to use the Town's email system.

License or certificate: Not applicable.

Physical, mental exertion/environmental conditions:

Performs duties in an open environment. Must be able to concentrate on moderate detail with constant interruptions. Routinely and intermittently exposed to computer screen, and must take periodic breaks from screen. May be required to lift and move light to medium weights, for example, books, displays, equipment, office supplies, etc. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms. Some stress involved in interaction with public.

Note: The above tasks and responsibilities are illustrative only. It is not meant to include every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties

Approved by the Civil Service Commission on 10/07/2002.