

**DATE PREPARED:** May 2019  
**POSITION:** CLERK/PAGE  
**CLASSIFICATION:** LIBRARY CLERK I (Grade 9)  
**REPORTS TO:** CIRCULATION SUPERVISOR

**BASIC FUNCTION:** The position of Clerk/Page is responsible for packing and unpacking daily cargo deliveries, sorting donations, the prompt and proper shelving and filing of library materials, and other routine tasks in the Circulation Department.

**SURBORDINATES:** None

**NATURE AND SCOPE:** This position reports to the Circulation Supervisor. This position involves the performance of basic clerical duties, primarily, the packing and unpacking of daily cargo and all associated tasks. The incumbent sorts books and audiovisual materials that are donated to the library. The incumbent also assists in processing new materials that are being added to the collection. Additionally, the position improves access to the library collection by ensuring that library materials are in proper order and promptly re-shelved or re-filed in their appropriate position when returned. The incumbent is guided by filing and shelving rules and procedures. The incumbent inspects materials to determine their physical condition and need for repair. The incumbent must be able to communicate well with staff and the public. The incumbent is guided by rules, procedures and policies established for the library system. The incumbent refers matters of policy or important decision-making to the the Circulation Supervisor.

### **PRINCIPAL ACCOUNTABILITIES**

Accurately and efficiently packs and unpacks daily cargo deliveries.

Sorts materials that have been donated to the library.

Performs routine clerical tasks efficiently and effectively.

Ensures effective access to the library collection by making sure that items are returned to the shelves or re-filed quickly and correctly.

Interacts with co-workers and the public in a courteous and business-like manner.

**ESSENTIAL DUTIES OF THE POSITION** (Other duties may be assigned as necessary for the efficient operation of the library system.)

Packs and unpacks daily delivery of library materials;

Locates items on the daily pull-list and routes items out;

Sorts items that have been donated to the library;

Performs processing routines for all types of library materials;

Shelves, files, and stores library materials properly and promptly;

Maintains neat shelving and storage areas that are in proper sequence;

Prepares carts to be shelved and empties carts of discharged items;

Inspects physical condition of library materials and does basic mending;

Retrieves library materials upon request;

Retrieves materials from the book drop;

Reads shelves.

### **ACCEPTABLE SKILLS, KNOWLEDGE, AND ABILITIES**

Ability to learn library classification systems; knowledge of the Dewey Decimal System is preferred. Ability to alphabetize accurately; ability to arrange and shelve library materials carefully, accurately, and quickly; ability to locate library materials. Basic knowledge of computers. Ability to learn and apply correctly library routines, rules, procedures, and policies. Ability to do physical work such as lifting, reaching, moving heavy, full book carts and boxes, kneeling, and climbing stairs. Ability to interact pleasantly and patiently with the public and fellow staff; ability to maintain a neat, clean appearance in keeping with the established dress code; ability to communicate well orally and in writing; ability to work effectively with other staff.

### **REQUIREMENTS AND QUALIFICATIONS**

A high school diploma or its equivalent required. A commitment to excellent public service required. Must be able to meet the flexible scheduling requirements of the library. Must be able to perform the major functions of the position.