

LIBRARY CLERK

Definition

The Library Clerk works under the supervision of the library media technician or school principal and performs a variety of tasks related to the school library.

Examples of Duties

1. Check books in and out;
2. Make simple repairs on damaged books;
3. Monitor students in the library;
4. Shelve incoming books;
5. Assist students in finding books and other library materials;
6. Attach spine labels and AR labels (if applicable); and
7. May be required to perform other related duties as directed.

Qualifications

1. Demonstrate aptitude for the work to be performed;
2. Typing skills of 45 words per minute; and
3. Experience with computer technology and operation of office equipment;

Education

1. High school diploma or equivalent
2. Federal "No Child Left Behind Act" Requirements:
 - AA Degree or
 - 48 semester units of college credit or
 - pass the Fresno County Office of Education Paraprofessional Test

Experience

Previous experience in a school or public library

License

Valid California Drivers License

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; repeat the same hand, arm or finger motion to operate computers or laminating machines; and talk or hear. The employee is occasionally required to stand or walk. The employee must frequently push or pull up to 25 pounds and occasionally up to 75 pounds such as TV/VCR carts and boxes of books. Specific vision abilities required by this job include close vision and ability to tell differences among colors.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. Work is usually performed indoors. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.