

**TITLE:** LIBRARY CLERK I – IV

**DEFINITION:** Under general supervision, performs a wide variety of entry and journey-level clerical library duties and interfaces with patrons in providing public and technical library services.

**DISTINGUISHING CHARACTERISTICS:**

Grade Level I: Under supervision performs the basic duties of the classification such as handling circulation and public service desk duties and using the automated system to perform circulation functions (e.g. check materials in and out).

Grade Level II: Provides clerical support for the operation of a department, branch or specialized services such as Interlibrary Loan (ILL), reserves or volunteers. Responds to “ready reference” questions, requiring minimal research. May order, receive and catalog library materials. May act as a lead person directing the daily activities of subordinates.

Grade Level III: In addition to the above, may interview, select, evaluate, supervise, and discipline subordinates.

Grade Level IV: Provides highly specialized, system-wide library clerical support, requiring independent judgment and problem-solving. This grade level also requires significant knowledge of library practices and supervision. May interview, select, evaluate, supervise, and discipline subordinates.

Performs full-time para-professional work under the supervision of a Librarian. May assist professional staff with ready reference and programming. May serve as the assistant supervisor in Circulation or as the supervisor in Acquisitions.

**EXAMPLES OF DUTIES:**

- Performs circulation and service desk duties using the automated system to check out and check in library materials; collects fines and fees; and registers new borrowers;
- Interprets and resolves questions regarding library circulation policies;
- Receives, refunds, reconciles cash, and prepares cash receipt reports;
- Orders and maintains records for library books and materials;
- Assists in routine cataloging of library books and materials;

- Types letters, reports, forms, and notices;
- Maintains statistical and other records;
- Operates standard office machines;
- Develops, maintains, and disseminates directory information;
- Assists professional or para-professional staff with program preparation;
- Operates and makes minor repairs to audiovisual equipment;
- May use book bins, book trucks, and similar equipment;
- May operate delivery vehicles;
- May prepare displays and exhibits;
- May open and close libraries; and
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

- One year of paid full-time equivalent experience in performing routine clerical and customer service duties in a library system or equivalent customer service environment (e.g., banks, retail, etc.).

OR

- Six months of paid full-time equivalent experience performing routine clerical duties with the City of Long Beach Public Library System.

OR

- Completion of twelve (12) semester or eighteen (18) quarter college units in library science or a library technician program.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of standard library practices;
- Ability to interact with a wide variety of people in a courteous and effective manner;
- Ability to learn and use a computer and peripherals;
- Ability to perform clerical duties that require a knowledge of grammar, spelling, punctuation, and mathematics; and
- Some positions require the ability to routinely lift 20 to 40 pounds with or without accommodation.

Willingness to work part-time or irregular schedules including evenings and weekends and travel between the various city libraries.

Valid motor vehicle operator's driver's license.

**HISTORY:**

**Established:** 07/53

Deleted per Salary Resolution: 09/01/76

Re-established: 07/13/77

Revised: 04/28/83, 08/21/84, 07/16/86, 05/10/88, 02/22/02,  
09/29/21

Approval/AdoptionDates: 02/22/02-HumanResources Dept.

Civil Service Commission: 02/27/02, 11/10/21