LIBERTY UNION HIGH SCHOOL DISTRICT
LIBRARY CLERK

DEFINITION

Under general supervision, to perform a wide variety of clerical tasks, many of which require word processing, computer data entry ability, and mathematical ability; to perform specific routines within defined policies and procedures; and to do related work as required.

EXAMPLES OF DUTIES

Performs routine tasks in the areas of materials and hardware acquisition, files and records maintenance (including computer files and records), circulation, and use of materials and equipment; demonstrates competency in word processing, duplicating, filing, sorting, organizing, shelving, maintaining records and inventorying; supports student and staff in the use of media technology/equipment; works directly with individuals or groups in activities coordinated by the library supervisor; supervises and assists in training library student help; assists students and staff in locating references; and other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern office methods, practices and procedures;
Standard library practices, terminology, and procedures;
Basic reference sources and materials;
Major authors and books in the field of literature;
Correct English usage, spelling, grammar and punctuation;
Standard office machines, (i.e., calculator, computer and copy machine);
Bookkeeping procedures as related to inventory, and budget procedures.

Ability to:

Perform a variety of clerical work involving use of independent judgement with accuracy and speed;
Make accurate arithmetical calculations;
Understand and carry out oral and written directions;
Maintain cooperative relationships with those contacted in the course of work;
Learn computer data entry and related computer tasks;
Operate audio visual equipment.

Experience:

One year of experience in typing, general secretarial/bookkeeping, and/or clerical work.

Education:

Equivalent to the completion of the twelfth grade with emphasis on business courses.