

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: LIBRARY CLERK**

BASIC FUNCTION: Under the direction of an administrator, performs clerical functions related to the acquisition, circulation, maintenance and distribution of books, textbooks and other library materials; perform duties in the processing and distribution of textbooks for school sites; assist students and staff utilizing the school library and in the selection, location and use of library materials and equipment.

ESSENTIAL DUTIES:

- Perform a variety of clerical functions involved with the acquisition, circulation, maintenance and distribution of library materials; perform a variety of functions in maintaining a clean and orderly library-media center including shelving, storage, inventory and scheduling classes.
- Assist in the preparation of requisitions and orders of textbooks, library books, and instructional materials.
- Receive, process and distribute textbooks for school site according to established procedures; maintain related records and files for textbook processing.
- Assist students and staff utilizing the school library and in the selection, location and use of library materials and equipment; assist students in the use of library computers for assigned programs, reports and research.
- Perform various clerical duties related to activities; compiling and duplicating materials, preparing lists and correspondence, answering telephone calls and processing forms and applications.
- Maintain circulation and distribution system.
- Collect and circulate textbooks, library books, periodicals, and instructional media.
- Provide direction to staff, community and volunteers.
- Issue overdue notices, collect fines and file receipts.
- Assist in developing interest center displays.
- Repair and mend damaged books and other instructional material.
- Prepare book cards, book lists, bibliographies, memoranda and other similar material using both manual and automated processes.
- Maintain simple cash receipts records.
- Monitor internet stations and access.
- Make literature presentations to students through storytelling and reading.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE/ABILITIES:

Basic functions, operations and maintenance of a school library.

Applicable laws, codes, regulations, policies and procedures.

Library technical processes related to the acquisition, cataloging, classification and circulation of library and textbook materials.

Basic Dewey Decimal system and cataloging system.

Basic operation of a computer and data entry techniques.
Library and textbook reference materials and sources.
Accurate record-keeping techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Assist students, staff and others in locating and utilizing library materials and resources.
Maintain library in a neat and orderly condition.
Learn, interpret, apply and explain policies, procedures, rules and regulations applicable to library and textbook circulation.
Accurately perform mathematical computations
Operation of a variety of office equipment, a computer and software.
Monitor and maintain student behavior in the library.
Use a variety of resource guides.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and one (1) year of clerical experience in a library or instructional materials center.

LICENSES AND OTHER REQUIREMENTS:

TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

PHYSICAL DEMANDS

Bend at the waist, kneel or crouch to shelve library materials.
Sit, stand or walk for extended periods of time.
See to read books and media materials.
Stoop, reaching horizontally and above the shoulders to shelve and reach books.
Dexterity of hands and fingers to operate a computer keyboard and standard library equipment.
Hear and speak to exchange information.
Lift, carry, objects weighing up to 35 pounds.
Push and pull objects weighing up to 50 lbs.