CLASS TITLE: LIBRARY CLERK

BASIC FUNCTION:
Under supervision, perform a variety of general clerical work in support of the Learning Resource Display Center and Professional Library and within the Ventura County Office of Education (VCOE); learn and apply procedures and policies of assigned department; review and verify the accuracy and completeness of various documents.

REPRESENTATIVE DUTIES:
Perform general clerical duties related to assigned function such as preparing simple reports as required by regulations; E

Receive and screen phone calls and visitors; provide information and direct inquiries and visitors to the proper person or office; provide general information concerning policies and procedures of assigned program or office; E

Perform a variety of assignments and projects such as labeling, packing and unpacking instructional materials and monitoring overdue books; E

Assist in shelving and re-shelving of materials; E

Assist in posting information on current local and state adoption events; assist in maintaining current catalogues of publisher information; E

Assist in checking materials in and out of the library, processing and cataloging of new materials, and maintaining related records; E

Assist other office personnel with various office clerical and secretarial duties as assigned; E

Prepare and maintain logs, files and records; maintain inventory; order supplies and materials as assigned; E

Operate a variety of office machines such as typewriter, microcomputer, computer terminal, printer, fax machine, calculator, copier, and specialized equipment common to assigned department; E

Attend meetings, workshops, and in-service training related to assigned duties, program, and department; E

Perform related duties as assigned. E
KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Basic function and maintenance of a professional library;
Dewey Decimal system of classification;
Library practices, procedures and terminology;
Library reference materials and resources;
Computerized library and card catalogue;
Basic policies and procedures of assigned program or department;
Modern office practices, procedures and equipment;
Common office clerical terminology, skills, and practices;
Record-keeping techniques, filing systems and information management;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Operation of office machines, including a microcomputer and computer terminal;
Word processing, database, and other software applications used by the department or VCOE;
Telephone techniques and etiquette;
Interpersonal skills using tact, patience and courtesy; and
Oral and written communication skills.

ABILITY TO:
Maintain library in a neat and orderly condition;
Perform a variety of general clerical work in support of an assigned program or department;
Learn and apply the policies and procedures of the assigned program or department;
Read, interpret, and apply regulations, policies and procedures;
Learn terminology of program or department;
Add, subtract, multiply and divide quickly and accurately;
Plan and organize work;
Meet schedules and time lines;
Communicate effectively both orally and in writing;
Establish and maintain cooperative and effective working relationships with others;
Perform duties effectively with interruptions;
Maintain records and prepare reports;
Type at 40 words net per minute from clear copy;
Understand and follow oral and written directions; and
Operate a variety of office equipment such as typewriter, computer terminal, word processing equipment, and copiers.

EDUCATION AND EXPERIENCE:
Equivalent to graduation from high school and the use of computer equipment and related software.

LICENSES AND OTHER REQUIREMENTS:
Possess a valid California driver's license.

WORKING CONDITIONS:
ENVIRONMENT:
Is subject to inside environmental conditions; some positions may involve periodic assignments

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in a warehouse environment (dusty and hot or cold).

PHYSICAL ABILITIES:
Requires vision (which may be corrected) to read small print and other documents;
Perform work that is primarily sedentary;
May be required to work at a video display terminal for prolonged periods;
May be required to work evenings or weekends;
Requires dexterity of hands and fingers to operate a computer and standard office equipment;
Sitting or standing for extended periods of time;
May require climbing stairs, stooping, squatting, pushing and pulling;
Reaching above the shoulders and horizontally to retrieve files and supplies;
Lifting objects weighing up to 30 pounds; and
Listening and speaking to exchange information, e.g. by electronic device, telephone or in person.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.