



**COUNTY OF YORK JOB DESCRIPTION**  
Library Clerk  
Circulation  
York County Libraries

Human Resources Department  
120 Alexander Hamilton Blvd.  
Yorktown, Va. 23690  
Phone: 757-890-3687  
Fax: 757-890-3699

---

**GENERAL STATEMENT OF JOB**

Responsible for performing paraprofessional responsibilities in assigned area. Performs a variety of clerical tasks in assisting library patrons and maintaining library materials and records including: checking library materials in and out, collecting overdue fines, shelving materials, and providing limited reference assistance to library patrons. Work is performed under regular supervision.

**ESSENTIAL JOB FUNCTIONS**

*Job responsibilities may include any of the following, depending on the incumbent's functional assignment. This is not meant to be an exhaustive list of job functions, but a representative sample of the type and level of work that is expected in this position.*

Performs a variety of tasks at the circulation division, including checking library materials in and out, registering patrons, updating patrons records, preparing daily automated reports; and collecting overdue fines and fees; counts money in cash drawers.

Answers telephone and receive inquiries, providing information or referring caller to proper officials, as appropriate.

Takes requests for reserved materials; acts on computer report of outdated "hold" requests; contacts patrons regarding items returned with missing materials or damages to returned materials; applies determined charges to patron's record.

Assists patrons in use of library equipment, such as computers, copiers, and other equipment.

Collects money for Friends of the Library items; collects money from copiers; performs a daily count report.

Reads shelves; collects requested items and pulls expired holds.

Assists with statistical record keeping.

Assists with training and supervision of less experienced workers.

**ADDITIONAL JOB FUNCTIONS**

Oversees pages and community service workers when Senior Library Clerk is unavailable.

Closes and locks building at the end of the work day.

Performs other related work as required.

### **ENTRY KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge of PCs, Windows, MS Office products, and the Internet.

General knowledge of standard office practices and procedures.

General knowledge of basic mathematics to include addition, subtraction, multiplication, and division.

General knowledge of business English, depending on the particular assignment.

Some knowledge of procedures and practices common to a public library system.

Some knowledge of record keeping and reporting.

### **EDUCATION AND EXPERIENCE**

Any combination of education and experience equivalent to graduation from high school.

### **PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including computers, typewriters, copiers, calculators, etc. Must be able to lift up to 25 pounds occasionally, and to push library carts frequently. There is frequent stooping and bending involved. There is some climbing onto step stools when shelving materials. Standing is frequent when at the circulation desk. Gripping is involved when writing with pen or pencil and when using mouse while on the computer.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of forms, correspondence, literature, etc. Requires the ability to prepare a variety of forms, charts, logs, schedules, etc., using prescribed formats. Requires the ability to speak with people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical diagrammatic form; deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

**Physical Communication:** Requires the ability to talk and hear.

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approval:** \_\_\_\_\_