

Clerical Assistant I (Office Assistant I; 2220)

Duties are routine and repetitive. Under direct supervision, may include the following:

Provide public services;
Answer and route phone calls;
Answer general inquiries;
May assist patrons with routine location and retrieval of library materials;
File, type, data entry, database searches, photocopy, scan documents, inventory;
Handle library materials: prepare (marking, binding, coding), check in, check out, minor mending, prepare for mail or delivery, retrieve, shelve;
Process mail, make deliveries, run errands;
May assist with opening and closing the library;
May handle small amounts of cash for copy or vend machines.
Routine maintenance of media, microforms, and photocopy equipment.

Qualifications:

Required: None.

Preferred: Understanding of general library or office procedures.

Clerical Assistant II (Library Technician I; 4325)

Duties require exercising judgment. Under general supervision, may include the following:

Operate cash register, cash handling;
Maintain photocopier and/or other business machines;
Help train new temporary employees;
Search library databases;
Provide public services;
Answer and route phone calls;
Answer general inquiries;
Assist patrons with locating and retrieving library materials;
File, type, data entry, photocopy, scan documents, inventory;
May assist in Web-page maintenance;
Handle library materials: prepare (marking, binding, coding), check in, check out, minor mending, prepare for mail or delivery, retrieve, shelve;
Process mail, make deliveries, run errands;
Routine maintenance of media materials, media equipment, microforms, and photocopy equipment;
May maintain general unit operations independently for short periods of time.
Responsible for opening and/or closing the library unit.

Qualifications:

Required: Knowledge of and/or experience with bookkeeping, cash handling, or general library procedures. Typing/keyboarding experience.

Preferred: None.

Clerical Assistant III (Library Technician II; 4326)

Duties require use of independent judgment. Under minimal supervisor and direction, may include the following:

- Perform complex clerical duties;
- Train and direct the work of others;
- Solve problems by applying policies and regulations;
- Responsible for general unit operation in the absence of the supervisor;
- Responsible for opening and/or closing the building;
- Operate cash register, cash handling;
- Maintain photocopier and/or other business machines;
- Search library databases;
- Provide public services;
- Answer and route phone calls;
- Answer general inquiries;
- Assist patrons with locating and retrieving library materials;
- File, type, data entry, photocopy, scan documents, inventory;
- May assist in Web-page maintenance;
- Handle library materials: prepare (marking, binding, coding), check in, check out, prepare for mail or delivery, retrieve, shelve.

Qualifications:

Required: A minimum of one semester of experience working in a Library setting. Knowledge of and/or experience with bookkeeping, cash handling, or general library procedures. Typing/keyboarding experience.

Preferred: Experience training and/or directing the work of others.