

**CLASSIFIED JOB DESCRIPTION**

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**CLERK I - LIBRARY**

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**JOB SUMMARY:**

Under immediate supervision of the school principal, assisted by the librarian, is responsible for the clerical operation and maintenance of a school library; does related work as required.

**ESSENTIAL JOB FUNCTIONS:**

- Checks in/out books and materials.
- Files book cards, shelf list, catalog cards.
- Shelves books and materials.
- Prepares lists of overdue books and sends them to schools and their teachers.
- Repairs books and materials.
- Organizes displays and bulletin boards.
- Inventories library materials.
- Maintains library.
- Stocks new library materials.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Ability to follow oral and written directions; use good grammar; operate standard office and library machines; acquire a familiarity with the library collection; work effectively with children and staff in utilizing and maintaining the library/media collection; use computers to manage overdue books and other materials. A minimum typing speed of 35 words per minute is highly desirable.
- Knowledge of correct language usage, spelling, grammar and punctuation. Applicants must pass any required tests.
- High school diploma or GED required.

*Classified Salary Schedule: Range 19*

*BOARD APPROVED: 10-1-1996*

*07-18-2023*

*08/09/2023*