

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** LIBRARY CLERK (PART-TIME) **GRADE:** 4

**TITLE ABBREVIATION:** LIBRARY CLK (PT) **TITLE NO.:** 6439

**JURIS. CL:** C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE  
LEARNING RESOURCE

**DEPARTMENT:** ORANGE COUNTY COMMUNITY COLLEGE **DIVISION:** CENTER

**SUPERVISOR'S TITLE:** LIBRARIAN/HEAD LIBRARIAN

**DISTINGUISHING FEATURE OF THE CLASS:** The work is primarily of routine nature and involves the performance of clerical tasks for the proper organization and distribution of library materials. Although detailed instructions are given for new assignments, and practices are generally fixed, employees must be able to exercise independent judgment in applying them to specific cases. The work is reviewed by immediate observation, by checking completed work and by periodic or spot checks. Does related worked as required.

**TYPICAL WORK ACTIVITIES:**

Issues, renews and receives library materials;

Locates library materials for loan;

Performs routine circulation, reserve, and overdue functions;

Operates standard office equipment such as photocopiers, etc;

Shelves new and returned books according to identification numbers;

Sorts and files book cards;

Inspects audio-visual and other materials;

Counts and records statistics;

Gives directional information;

Returns materials to publishers, dealers, etc.;

Files invoices and other forms;

Prepares new books for circulation;

Letters and labels library materials;

Assists in taking inventories;

Repairs or maintains library materials, processing equipment and class books;

Arranges book displays and exhibits;

May prepare book and supply orders, etc.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of business arithmetic and English; working knowledge of library filing and shelving procedures; working knowledge of office terminology, procedures and equipment; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to write legibly; clerical aptitude; neatness of appearance; tact and courtesy in dealing with staff and public; physical conditions commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None are required.

REVISED 08/27/24