

LIBRARY CLERICAL ASSISTANT, 1140

Summary of Duties : Performs moderately difficult clerical work, which may include some typing, involving some independent judgment and public contact in a public library; and does related work.

Distinguishing Features : The class of Library Clerical Assistant is distinguished from other clerical classes in that all positions are located in the Library Department and are primarily involved in clerical activities related to providing library services to the public. It is further distinguished from Library Assistant in that it does not require the ability to compile library source materials such as bibliographies, book lists and indexes, or to perform other more technical library clerical tasks. Library Clerical Assistant is distinguished from the class of Messenger Clerk by the fact that incumbents of the latter perform routine, repetitive clerical work which requires the exercise of little or no independent judgement, and they do not normally provide library services directly to the public.

Since these positions are primarily involved in providing library service to the public, many of the positions are located in outlying areas in branches of the Los Angeles Public Library System and are part-time.

Example of Duties : Accepts applications for library cards and checks them for completeness; charges out and accepts library materials; computes and collects fines; explains and enforces library rules, policies, and regulations; assists and monitors patrons in the use of microfilm and photocopy equipment, photographs, and other archival materials; takes patron requests for the reservation of books and various library materials;

Alphabetizes and files catalog and book cards; sorts and stacks returned library materials; prepares and maintains records of incoming and outgoing books, and inventories of additions and deletions to collections; processes new and replacement books, periodicals and publications and verifies that related records are completed, typed, and enclosed; prepares a daily cash report; separates new books and cards for verifying the accuracy of the information; distributes books to departments within the Central Library; maintains files and records relative to patron registration; may use microfiche machine to search for information;

Types book lists, bibliographies, indexes, book cards, and other Library materials; may type routine reports and memos from roughdrafts, such as progress reports, activity reports, and statistical reports; and may be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of correct punctuation, spelling, and grammatical usage; a general knowledge of commonly used office machines; some knowledge of office practices including filing, indexing, and cross referencing methods; some knowledge of elementary bookkeeping practices; the ability to learn and apply specific laws, office policies, regulations, and procedures; the ability to deal tactfully and effectively with the public and other employees; the ability to perform moderately complex clerical work and to make arithmetical computations; and the ability to search files.

The ability to type at a speed and accuracy within acceptable City standards may be required for some positions.

Graduation from high school is desired, but not required.

Physical Requirements : Strength to perform lifting up to five pounds and occasionally over fifteen pounds; good speaking and hearing ability; good eyesight; stamina to stand for long periods; arm, hand, and finger dexterity with both hands involved in activities such as reaching and handling. Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to affect reasonable accommodations to the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.