

**CITY OF ARCADIA**  
**LIBRARY CLERK (PART TIME)**

**DEFINITION**

Under general supervision, performs a wide variety routine clerical, technical, and library support services to the public. The Library Clerk is a part-time position that supports the Library by performing library and United States Passport service functions, including assisting patrons with passport services, setting appointments, collecting fees, taking digital photographs and processing them, driving to the post office, mailing passports at the local post office, assisting patrons at public desks including collecting fines and fees, preparing library cards, assisting the public with basic computer, copy machine, and scanning machine questions.

**SUPERVISION EXERCISED**

Exercises no supervision.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Completes the processing of U.S. Passport application and transmittal forms.

Interact with the general public to process U.S. Passport applications.

Operate a digital camera and process photographs for U.S Passports.

Drive to the local U.S. Post Office and mails completed transmittal packages to the National Passport Processing.

Responsible for making sure that all necessary supplies for the successful operation of the passport desk are present and inform appropriate staff if items are needed.

Assists patrons at the public desk to check in and check out materials.

Shelve books and materials alphabetically and numerically for different sections including fiction, non-fiction, new books, videos, CD's, DVD's, audio books, oversize books, large print books, international language books, and paperbacks.

Collate/Staple materials by hand or machine, folds, insert, and seal envelopes.

Operate a variety of office equipment such as photocopiers, personal computers and related software, telephones, and fax machines.

Weed out old magazines, newspapers, and periodicals; Inspect returned materials, including books, publications and audio/visuals materials for damage, perform mending, cleaning, and repair of material as needed.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Methods and techniques of organizing and prioritizing work assignments.

Modern office procedures, methods, and equipment, including computer and applicable software.

Methods and techniques for record keeping.

Proper English, spelling and grammar.

Safe working practices.

Techniques used in dealing with the public and providing good customer service.

Basic arithmetic and calculation methods.

Cashiering and/or cash handling procedures.

**Skill to:**

Operate modern office equipment including computer equipment and related software.

Operate a motor vehicle safely.

**Ability to:**

Assist the public with passport services.

Attend ongoing required passport training as needed.

Maintain attention to detail and processes.

Alphabetize and sort numerically and chronologically.

Understand and respond to questions and request for assistance from the public and staff both on the phone and in person.

Assist the public with related questions on modern office equipment, including computer and applicable software.

Perform circulation desk activities, such as assisting patrons with checking materials in and out, accepting and processing fees and fines and issuing library cards.

Collect and record fees and fines.

Operate a variety of automated systems including a copy/scanning machine, digital camera, printer, computer, cash register, and related software.

Sort and shelve materials.

Plan and organize work to meet schedules and timelines.

Communicate clearly, both orally, and in writing.

**Minimum Qualifications:**

**Experience:**

One year of customer service experience involving public contact. Experience working in a library is desirable.

**Training:**

Equivalent to the completion of the twelfth grade. College level coursework in library sciences, business, public administration, or a related field is desirable.

**License or Certification:**

Possession of, or ability to obtain, a United States Passport Agent Certificate. If the applicant does not possess Certification at the time of hire, they will be required to obtain within two weeks of hire.

Possession of a valid California Class “C” driver’s license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, lift, carry, push, and pull up to 30 lbs. Additionally, the position requires near and far vision in reading written information and for driving a vehicle. Acute hearing is required when providing phone and personal service.

**Effective Date:** August, 2017