



CIRCULATION SERVICES SENIOR CLERK

812

Jamestown
1607

DEPARTMENT: Williamsburg Regional Library/Circulation Services

NATURE OF WORK:

Under the supervision of the Circulation Services Director, the Circulation Services Senior Clerk is responsible for processing the incoming library materials on an automated system; keeping the library shelves in order; retrieving reference materials; handling simple clerical duties; changing the status of items needing mending; and performing other duties as requested by supervisor.

ESSENTIAL FUNCTIONS OF THE JOB:

Checks in library materials on automated system; changes the status of items on computer as needed.

Checks and empties all book and video drops.

Sorts and shelves library materials; shelf reads daily to maintain shelf order. Adjusts Circulation as needed to relieve overcrowding.

Assists in the opening and closing of the library.

Assists in maintaining neatness, order and repair of periodical collection.

Assists in maintaining neatness and order of CD collection.

Assists the reference department by checking in, taping, stamping, and routing periodicals.

Assists with implementing new procedures.

Assists Circulation Services Director with training of new shelver/clerks.

Assists in maintaining neatness of public areas of the library.

Assists in processing incoming mail.

Assists bookmobile staff with storytimes, shelving, and checking out library materials.

Performs general clerical duty such as making copies of handouts and other materials as needed.

Assists administration staff with copier maintenance.

May participate in library-wide committees or projects.

Perform other duties as needed.

JOB LOCATION AND EQUIPMENT OPERATED:

The job is located in two libraries; also in the bookmobile as needed. Work involves bending, lifting up to 25 pounds, and pushing and maneuvering book carts filled with library materials. Administers work typically standing at a counter with regular walking, light to medium lifting and other limited physical activities, regular operation of computer and scanning equipment is required; other office equipment as required. Regular contact is made with employees and the general public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to compare names and numbers quickly, resulting in a working knowledge of the Dewey Decimal System.

Ability and willingness to understand and carry out oral and written instructions efficiently.

Ability to work under minimal supervision.

Ability to work well with other employees and maintain good work habits in an open space.

Ability to follow through on numerous details and work well under pressure.

Ability to learn and work with the library's automated system.

Ability to lift up to 25 pounds.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent preferred. Experience as a shelver/clerk.

NECESSARY SPECIAL QUALIFICATIONS:

Requires the ability to travel among various library sites.

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Senior Clerk Position Number: 812
Department: Williamsburg Regional Library Division: Circulation Services

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others _____
- Not essential to job function

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>Handcarts, elevators</u> |
| <input type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: Ability to do minor repair on library materials (books, magazines, A/V items, etc.)

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift				✓					✓
Push/Pull				✓					✓
Hold/Carry				✓					✓

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input checked="" type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand				✓				✓	
Sit		✓						✓	
Walk				✓				✓	
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and/or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
- Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
- Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)
- Not essential to job function

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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