Library Clerk

**Definition of Class**
Incumbent oversees and assists in the organization and upkeep of library books, assists in supervising and training student workers, oversees the location process for lost books and assists patrons. All work is conducted in accordance with accepted and clearly established library procedures. Incumbent works under the direct supervision of a library manager.

**Examples of Work Performed**
Maintains library stacks; inventories library materials on each level daily.

Assists patrons in library use; directs patrons to appropriate department; familiarizes patrons with Library of Congress Call Number System.

Oversees the locate process for materials, utilizing CLSI when necessary; places located books on hold for patrons.

Devises work assignments for student workers; assists in training student workers.

Maintains shelf for books to be mended; assesses and records amount of damage to books.

Assists in other areas of access services; checks out books to patrons; receives payment of fines from patrons; issues and replaces library cards for patron use.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Maintains library stacks and inventories library materials.
3. Oversees the locate process.
4. Maintains shelf for books to be mended.
5. Assists in other areas of access services such as checking books out to patrons, receiving payments for fines, and issuing and replacing library cards.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related
education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; walk; lift or carry; and stoop, kneel, crouch or bend. The incumbent is periodically required to climb or balance; and talk and hear. The incumbent is occasionally required to sit; and crawl.

**Experience/Educational Requirements:**

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

AND

**Experience:**
One (1) year of experience related to the above described duties.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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