

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Library Clerk I

**BASIC FUNCTION:** Under the supervision of the area Manager, performs routine clerical tasks involved in the operation of the library.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Checks books, periodicals, and magazines in and out of library.
2. Turns computers on at circulation desk, and puts out the daily newspapers.
3. Answers routine questions and/or refers patron to the reference desk; assists patrons to find books.
4. Maintains periodicals; (checking on line for all three libraries), issues library cards.
5. Receive monies for fines, book payments, and lost library cards.
6. Searches for books on hold and notifies students.
7. Sends books to Moreno Valley and Norco for intercampus loans.
8. Assists the print center as requested.
9. Ensures copy machines are full of paper; empties the book drop.
10. Shelves books when requested and ensures shelf maintenance.
11. Delivers morning and afternoon mail.
12. Participates in District-provided in-service training programs.
13. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
14. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent is required.

**EXPERIENCE:** Six months of general library clerical experience or related work experience is required.

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:** Library functions and procedures; office practices and equipment; basic skills.

**ABILITY TO:** Spell and use good English; learn and interpret rules and regulations; alphabetize and make comparisons rapidly and accurately; work effectively with students and instructors.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Co-workers, faculty, staff, students, and the general public.

**WORKING CONDITIONS:** Normal library environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.