



CITY OF YORBA LINDA

INVITES APPLICATIONS FOR

LIBRARY CLERK

Yorba Linda Public Library
Part Time Position
19 Hours per Week – No Benefits

SALARY: \$16.99 - \$20.65 per hour

FINAL FILING DATE: Recruitment for this position is open and applications will be accepted by the Library Department until Monday, September 11, 2017 at 5:30 p.m.

THE POSITION

Under direct supervision, performs a variety of routine clerical library tasks. Hours include evenings and Saturdays.

EXAMPLES OF DUTIES

1. Operates the Integrated Library System computer terminals to locate, check in and check-out library materials; performs patron registration and other basic functions; maintains confidentiality of borrower records.
2. Answers incoming telephone calls.
3. Handles money for fines, reserves, or other.
4. Issues and renews library cards; processes books and other library materials.
5. Files; alphabetizes; searches for bibliographic information.
6. Shelves returned materials and performs other clerical duties as needed.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of routine library specific clerical tasks and simple arithmetical functions.
2. Ability to operate machines and computers and perform basic office procedures.
3. Ability to alphabetize and perform other clerical tasks.
4. Meet the public with tact and courtesy and work harmoniously with other staff.
5. Handle telephone calls in a personable manner.
6. Ability to type accurately and at a reasonable rate of speed.
7. Ability to handle multiple tasks simultaneously.

EXPERIENCE

Experience delivering quality customer service is highly desirable.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent combination of experience and training.

In addition, a Library Clerk assigned to passport services must meet the following qualifications:

- Be a United States citizen or U.S. national
- Be at least 18 years old
- Be able to pass the Department of State Passport Acceptance Agent Training for New Agents. Completion of exam is required if hired.

EMPLOYEE BENEFITS:

New employees must contribute 1.45% of their gross earnings for Medicare coverage. The City will match employee's contribution. New employees must contribute 3.75% of their gross earnings for Retirement benefits. The City will also contribute 3.75% on behalf of the employee. No health (or) vacation leave benefits are provided to temporary part-time positions. Sick leave is accrued in accordance with the Healthy Workplaces, Healthy Family Act of 2014.

PHYSICAL REQUIREMENTS

This position requires physical ability to perform a wide range of motions which may include routine and repetitive bending, stooping, kneeling, reaching, pushing, moving, lifting, and carrying library materials and other objects up to 25 pounds; and pushing and pulling book carts with a force of up to 20 pounds.

Vision requirements include ability to read written instruction, book covers, and spine labels on books, magazines, and other printed materials.

Hearing and speaking requirements include ability to communicate effectively with supervisor and co-workers.

APPLICATION AND SELECTION PROCEDURE

To obtain an application packet you may:

- Call 714/777-2466 to request one be mailed to you.
- Download from the website – yorbalindalibrary.com
- Visit the Library at 18181 Imperial Highway, Yorba Linda, California 92886.

The City of Yorba Linda does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment. Any qualified individual with a disability must provide reasonable notice to the Personnel Department prior to the final date of an examination.

In compliance with the Immigration Reform and Control Act of 1986, all new employees hired by the City must verify identity and entitlement to work in the United States by providing required documentation.

BACKGROUND CHECK: Individuals selected for employment will be required to take and pass a background check (fingerprinting.) The background check is at City expense; and conducted by a law enforcement agency designated by the City. Candidates who are currently working are urged not to resign until they have successfully passed the background check and receive a final offer.

AN EQUAL OPPORTUNITY EMPLOYER