



# CITY OF YORBA LINDA INVITES APPLICATIONS FOR

## **LIBRARY CLERK** **Full-Time Permanent** **Yorba Linda Public Library**

**SALARY:** \$3,003 - \$3,651 per month

**FINAL FILING DATE:** Recruitment for this position is open and applications will be accepted by the Library Department until **Thursday, July 12, 2018 at 5:30 p.m.**

### **THE POSITION**

Under direct supervision, performs a variety of routine clerical library tasks.

### **EXAMPLES OF DUTIES**

1. Operates the Integrated Library System computer terminals to locate, check in and checkout library materials; performs patron registration and other basic functions; maintains confidentiality of borrower records.
2. Answers incoming telephone calls, and answers directional, program and Library policy questions.
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.
7. May process materials for shelf readiness, repair or discard.

### **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.
8. Ability to provide excellent customer service by meeting the public with tact, courtesy and an attitude of "going the extra mile".

### **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 have** 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.

## **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 and in a timely manner over the telephone, person to person with the public and co-workers and to groups.

## **LICENSE REQUIREMENTS**

Valid State of California Driver's License.

## **EXEMPT–NON-EXEMPT:**

This is a non-exempt position. Overtime at the rate of one and one-half times the hourly rate of the classification is paid for hours worked in excess of 40 hours per week.

## **APPLICATION AND SELECTION PROCEDURE:**

To obtain an application form you may:

- Call 714/777-2873 (ext. 122) to request one be mailed to you.
- Download from the City website – [www.yorbalindaca.gov/employment](http://www.yorbalindaca.gov/employment)
- Visit City Hall at 4845 Casa Loma Avenue, Yorba Linda, California 92886.
- **No email/fax applications will be accepted.**

**Submit the signed application**, cover letter, resume, and other documents via mail or drop off the application and attachments to the address as follows:

Yorba Linda Public Library  
18181 Imperial Highway  
Yorba Linda, CA 92886

ATTN: Anna Mollindo

***Applications are not accepted via email or by fax and unsigned applications will not be considered.*** If you have any questions, please call Anna Mollindo, Administrative Assistant at 714/777-2873 (ext. 122).

***Selection:*** Applicants will receive notifications either by email or phone regarding their status in the recruitment process.

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/MEDICAL EXAM:** Individuals selected for employment will be required to pass a background check (fingerprinting) and a pre-employment medical examination. The background check and medical examination are at City expense; and conducted by a law enforcement agency and medical facility designated by the City.

Candidates who are currently working are urged not to resign until they have successfully passed the background check, medical examination and received a final offer letter.

### **EMPLOYEE BENEFITS:**

- **Retirement:** CalPERS - Classic employees 2%@55 (Employee contributes 7%), plus 7% Employer Paid Member Contribution (EPMC). PEPRA (hired on or after January 1, 2013 or six month lapse between CalPERS agencies) 2% @ 62 (Employee contributes 6.75%). At the time of hire, you will be required to fill out a PERS Member Self-Certification form.
- **Health insurance** (hired after April 1, 2017): Employee receives \$1,645 monthly health contribution with 10% automatically being placed in an individual Retirement Health Savings (RHS) account. The balance between the premium and contribution may be placed in deferred compensation or received as cash. An employee may also opt out of health insurance with proof of insurance with the full health contribution being placed in deferred compensation or received as cash.
- **Dental/Vision insurance:** City paid premium with up to \$2,500 per year in benefits.
- **Flexible Spending Accounts available:** \$2,650 for health and \$5,000 dependent care available.
- **Life Insurance/Long Term Disability:** City paid premiums for one times annual salary/60% benefit.
- **Leave Accrual:** Vacation-80 hours accrued during first year; 12 paid holidays; Sick-96 hours per year.
- **Employee Assistance Program** available.
- **457(b) Deferred Compensation plan:** with ICMA-RC.
- **Social Security:** City does not participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution.
- **9/80 Work Schedule:** Adjusted workweek schedule participation may be required.
- **Retirement benefits (from City):** (hired after April 1, 2017): Individual RHS account and PEHMCA health minimum; and option to participate in vision/dental coverage.

### **ABOUT THE CITY**

Yorba Linda is located in the rolling foothills of northeastern Orange County. The City contains twenty-one square miles and has a potential growth of an ultimate population of 70,000. The present population is 68,399. A number of the services for the City are provided by contracts with other public agencies and private firms.

AN EQUAL OPPORTUNITY EMPLOYER