



CITY OF DECATUR
invites applications for the position of:

Library Clerk I - Full-Time (Internal)

SALARY: \$15.28 - \$17.58 Hourly

DEPARTMENT: Library - Union

DIVISION: Library - Union

OPENING DATE: 05/08/19

CLOSING DATE: 05/14/19 11:59 PM

JOB SUMMARY:

REGISTER AND OPENINGS

There is currently one full-time position available in the Circulation Division of the Decatur Public Library. This position is open to Decatur Public Library employees in the classified service (i.e., Civil Service status) who have completed their probationary period. Persons passing all sections of the selection process will be placed on a Civil Service eligible register which will be used for a period of two years or until exhausted. Vacancies in the classification will be filled in accordance with Civil Service Rule 6-3.

ELIGIBILITY

This examination is open to all Library persons who have successfully completed their probationary period.

NATURE OF WORK

This is beginning level circulation and related clerical work performed throughout the public library.

Work involves varied basic clerical tasks related to the provision of library circulation services to the general public. Duties require extensive public contact and the exercise of discretion and tact in dealing with patrons.

SUPERVISION RECEIVED

Work is performed under the direct supervision of an assigned Management supervisor and is reviewed while in progress and upon completion and through the observation of results obtained.

MAJOR DUTIES:

EXAMPLES OF WORK (typical work examples, but not limited to the following)

1. Provides general customer service at the circulation desk.
2. Performs various computer entry processes related to circulation of books and other library materials; enters patron data into library automation system circulation module; issues library cards; performs general filing; checks library materials in and out. Sorts returned library materials; inspects for damage or missing parts; contacts patrons regarding damaged/missing items.
3. Searches shelves for lost/missing library materials; collects fines.
4. Assists in maintenance of circulation records; files patron registrations. Answers telephone; provides telephone assistance to patrons and staff; transfers relevant incoming calls to appropriate library personnel and departments.
5. Provides basic information on the operation and location of services in the library; makes change for patrons paying fines/fees or using copiers and telephones.
6. Transfers checked-in materials to sorting shelves.
7. Moves large amounts of materials to and from vehicles and within the library building as directed by supervisor.

8. Processes inter/intra library loan materials.
9. Performs related work and other duties as assigned.

KNOWLEDGE & SKILLS:

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

1. Knowledge of circulation work processes/procedures and of the control of data.
2. Knowledge of business English, spelling, and arithmetic.
3. Knowledge of standard office practices and procedures.
4. Knowledge of common computer applications and data entry work.
5. Ability to make elementary arithmetic computations and ability to write legibly.
6. Ability to understand and follow detailed oral and written instructions.
7. Ability to deal with the public in general and difficult work situations.
8. Ability to lift and carry boxes of library materials.
9. Ability to work evening and/or weekend hours as required.
10. Ability to learn the library's automated computer system and stay current with related updates and procedures.
11. Ability to perform repetitive motion tasks with full range of mobility.
12. Must have adequate eyesight, depth perception, and color vision to perform duties.
13. Must be able to work in the following environments: inside and outside with temperature variations; with noise and vibrations; and with adequate ventilation meeting all relevant safety regulations.
14. Must be able to turn, balance, push, handle, reach, stoop, and stand for extended periods of time.

DESIRED TRAINING AND EXPERIENCE

Graduation from high school or equivalent; some experience in computer entry and standard office clerical work involving the use of a computer and public contact; or any equivalent combination of training and experience.

SUPPLEMENTAL INFORMATION:

EXAMINATION PROCESS

Applicants must successfully complete all portions of the selection process. The examination process will consist of the following:

1. **Written Examination.** All applicants must take the written examination and score at least 70% to move on in the process.
2. **Oral Interview.** All applicants passing the written examination must pass an oral interview. The passing criteria for the oral interview is 70%.
3. **Veteran Points.** Eligible veterans may receive 5 veteran preference points added to their final examination score.

Persons appointed to the position of Library Clerk I (Full-Time) will serve a probationary period of six months. If a person does not successfully complete the probationary period, he/she may be removed, by and with the consent of the Commission, to his/her previous position.

To Apply:

Please visit this link <https://www.governmentjobs.com/careers/decatutil/transferjobs> You will have to create a user name and ID to apply for the position.

The link below does not apply to your application process.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/decatutil>

Position #18-00034
LIBRARY CLERK I - FULL-TIME (INTERNAL)
AR

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