

**GENEVA PUBLIC LIBRARY – VACANCY**  
**SALARY RANGE: \$14 - \$16/HR**

Appointment will be on a provisional basis pending civil service exam to be held at a later date. Permanent appointment will be based on the [Rule of Three](#).

**LIBRARY CLERK (SPANISH SPEAKING)**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. Incumbent must possess fluency in understanding, speaking, reading, writing and translating Spanish and English. No prior knowledge of library procedures is required; on the job training is provided. Work is performed under direct supervision of higher level clerks or Librarians. May supervise pages and volunteers. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Arranges or files materials according to library filing rules;  
Performs routine searches of and updates to computer records;  
Issues borrowers cards according to library procedures;  
Performs routine circulation, reserve and overdue functions;  
Makes and checks routine arithmetic computations;  
Operates office equipment such as photocopiers, fax machine or computers;  
Answers the telephone and takes messages;  
Calls patrons to deliver messages or information on library materials;  
Types cards, lists, labels, or short entries on forms.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of office terminology, procedures and equipment as applied to library clerical work; working knowledge of business arithmetic; working knowledge of library filing and shelving rules; ability to translate orally and in written form between English and Spanish; ability to understand and follow oral and written instructions; ability to operate an alphanumeric keyboard such as a typewriter, terminal, or personal computer accurately — skilled typing is not necessary; tact and courtesy in dealing with staff and public.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

ADOPTED: NOVEMBER 4, 2016

CIVIL SERVICE CLASSIFICATION: COMPETITIVE