



P.O. Box 239  
Lockhart, TX 78644

# Job Description Form

**Job Title:** Youth Services Clerk

**Date:** 10/01/2018

**Pay Range:** \$10.84 - 12.62 - \$14.40 hr.

**Pay Grade:** ( 21 ) Non-Exempt

## Brief Description of the Job:

Develops, implements & manages outreach programs in the community for the library.

Works in close contact with the public. Does related work as required.

Ordering and cataloging all children & juvenile books.

## Some Nights and Weekends required.

Essential Functions-Listed in descending order of frequency; in the Strength Column, S= Sedentary, L=Light, M=Medium, H=Heavy; For Physical Demand Code See Below	% of Time	Strength	Physical Demand Code
<b>Essential Functions</b>			
1. Preschool Story Time	20	L	A,C,D,E,F,G,H,J K,M,Q,S
2. Enters patron data in computer	10	L	A,I, Q,R,S
3. Summer Reading Club	20	L	A,B,C,I,Q,R,S
4. Collects fines and overdues	5	L	A,C,I,Q,R,S
5. Lapsit Toddler Time	10	L	A,B,C,E,G,H,I,Q,R,S
6. Lifts and carries equipment	5	M	A,C,D,E,G,H,J,K, M,O,P,Q
7. Pushes and pulls book carts	5	M	A,C,F,H,Q
8. Shelves books	10	M	A,C,D,E,G,H,J,K, M,O,Q
9. Answers patron questions over phone	5	S	A,B,C,G,M,O,Q,R,S
10. Weekly Daycare Visits	10	S	B,I,Q, S,R,C
	100		

  

A. STANDING	D. LIFTING	G. REACHING	J. KNEELING	M. BENDING	P. BALANCING	S. TALKING
B. SITTING	E. CARRYING	H. HANDLING	K. CROUCHING	N. TWISTING	Q. VISION	T. FOOT CONTROLS
C. WALKING	F. PUSH/PULL	I. FINE DEXTERITY	L. CRAWLING	O. CLIMBING	R. HEARING	U. OTHER: _____

**PHYSICAL DEMANDS****JOB TITLE: Youth Services Clerk****OVERALL STRENGTH DEMANDS:**SEDENTARY \_\_\_\_\_ LIGHT \_\_\_\_\_ MEDIUM   X   HEAVY \_\_\_\_\_ Very Heavy \_\_\_\_\_

For each physical demand code listed on Page 1, C=Continuously, F=Frequently, O=Occasionally, and R=Rarely

A. STANDING	<u>  C  </u>	G. REACHING	<u>  F  </u>	M. BENDING	<u>  F  </u>	S. TALKING	<u>  C  </u>
B. SITTING	<u>  F  </u>	H. HANDLING	<u>  F  </u>	N. TWISTING	<u>  R  </u>	T. FOOT CONTROLS	_____
C. WALKING	<u>  C  </u>	I. FINE DEXTERITY	<u>  F  </u>	O. CLIMBING	<u>  F  </u>	U. OTHER: _____	_____
D. LIFTING	<u>  F  </u>	J. KNEELING	<u>  F  </u>	P. BALANCING	<u>  F  </u>		
E. CARRYING	<u>  F  </u>	K. CROUCHING	<u>  O  </u>	Q. VISION	<u>  C  </u>		
F. PUSH/PULL	<u>  F  </u>	L. CRAWLING	<u>  R  </u>	R. HEARING	<u>  C  </u>		

THIS IS A DESCRIPTION OF THE WAY THIS JOB IS CURRENTLY PERFORMED; IT DOES NOT ADDRESS THE POTENTIAL FOR ACCOMMODATION.

Physical Demand	Description
Walking/Standing	Making presentations; setting up equipment; preparing presentations in work area. Supervising Summer Reading Club activities.
Lifting/Carrying	Equipment, supplies & books
Sitting	Publicity, reports, statistics; planning
Vision/Hearing	Answer questions, computer, publicity materials, paperwork, answering phone
Talking	To communicate with students, adults, general public
Handling	Equipment, books, papers, & supplies
Bending/Reaching	Making presentations, putting up displays in windows and in the library At the circulation desk to reach items on the side or in front of computer; to shelve books on lower shelves/to shelve on higher shelves; step stool provided. Directing arts & crafts activities.
Fine Dexterity	Computer work
Kneeling/Crouching	Occasional-frequent-to pick up books off the floor from the book drop; shelve or retrieve books on lower shelves and load printer and copier.

**PHYSICAL DEMANDS**

**JOB TITLE: Youth Services Clerk**

**MACHINES, TOOLS, EQUIPMENT AND WORK AIDES**

Computers, copy machine, typewriter, micro-film machine, VCR, Calculator, telephone scanners, digital camera, paper cutter

**ENVIRONMENTAL FACTORS**

Most work is inside, but book sales and other special programming could require outside work. Dickens', Summer Reading Club, Evening with the Authors, and Luncheons

**PROTECTIVE EQUIPMENT**

NONE

**NON-PHYSICAL DEMANDS**

Frequency Codes: F= Frequent O= Occasionally R= Rarely

Time Pressures	<u>  F  </u>	Emergency Situations	<u>          </u>
Noisy/Distracting Environment	<u>  O  </u>	Tedious Exacting Work	<u>  F  </u>
Performing Multiple Tasks Simultaneousl	<u>  F  </u>	Working Closely with Others as part of a Team	<u>  F  </u>
Danger/Physical Abuse	<u>          </u>	Irregular Schedule/Overtime	<u>  F  </u>
Frequent Change of Tasks	<u>  F  </u>	Other (Description Below:)	<u>          </u>

**JOB REQUIREMENTS**

**FORMAL EDUCATION**

High School diploma or GED

**EXPERIENCE**

One year clerical experience or public contact; some computer knowledge; type 20 words per minute; ability to communicate effectively with patrons of all ages; ability to deal with large volume of work in short period and multiple tasks.

**OTHER REQUIREMENTS**

Computer knowledge; works with the public; operates office equipment.  
Able to work some nights and weekends.

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**READING**

Preparation for presentations, manuals, stories, and instructions for Arts & Crafts  
Current literature for information about new programs & ideas

**WRITING**

Preparation for presentations, instructions to students, & communicating with staff  
Press Releases

**MATH**

Preparation of library statistics  
Calculate cost of books, fines, and make change

**REASONING**

Ability to make sound and timely decisions;  
Good problem solving ability.

**INTERPERSONAL**

Ability to deal with the public and maintain composure with angry individuals.  
Ability to be a team player.  
Ability to get along with co-workers.

**OTHER REQUIRED SKILLS:**

Coordinates & plans programs  
Expected to work two Saturdays and two Saturdays off  
based on rotating schedule.  
Expected to work some evenings

**SIGNATURES - REVIEW AND COMMENT**

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

**I have reviewed the experience and qualification requirements of the job and I feel I am qualified.**

\_\_\_\_\_  
Applicant/Employee - Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Bertha Martinez - Library Director  
\_\_\_\_\_  
Supervisor- Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Comments:

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