

LIBRARY CLERK II

ROLE

Processing Assistant II. See Processing Assistant II (00439) for more information about this class.

NATURE OF WORK

Library Clerks process and maintain records and other materials found in a library. Tasks are similar to Office Assistant, but may include procedures peculiar to a library.

Special Note: This is a generalized representation of position in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.