

LIBRARY LITERACY CLERK

DEFINITION

Under general supervision, to assist the County Literacy Program, and to do related work as required by responding to public inquiries, providing information as needed, performing office support, assisting tutors and students.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level for Literacy support classifications. Incumbents learn and perform a variety of Literacy support functions including coordination of the Literacy program and assisting tutors in managing activities.

REPORTS TO

Library Literacy Coordinator

CLASSIFICATIONS DIRECTLY SUPERVISED

NONE.

EXAMPLES OF DUTIES

- Responds to public inquiries about the Plumas County Literacy Program, providing a variety of information as needed.
- Assists volunteer literacy tutors.
- Matches tutors with students.
- Assists in the preparation of public relations information.
- Assists with volunteer training programs.
- Monitors tutoring sites.
- Assists with preparation of program reports.
- Performs general office support.
- Performs a variety of public relations activities for the County Literacy Program.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

LIBRARY LITERACY CLERK - 2

KNOWLEDGE OF

- Basic knowledge of the goals and objectives of a literacy program.
- Principles of training volunteer program staff.
- Correct English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures.
- Maintenance of filing and information retrieval systems.
- Mathematics.
- Public relations.

ABILITY TO

- Assists a county wide literacy program.
- Train and supervise volunteer tutor.
- Collect and analyze information and data.
- Prepare clear and concise reports.
- Utilize a computer in program support assignments.
- Effectively represent the Literacy Program in contacts with the public, community organizations, other County staff, other literacy programs, and other government agencies.
- Perform a variety of typing, filing, and office support assignments.
- Make arithmetical calculations.
- Maintain accurate records and prepare reports.
- Establish and maintain cooperative working relationships.

TRAINING AND AND EXPERIENCE

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Previous background and experience in training volunteer efforts is highly desirable.

Some training in office skills is desirable.

SPECIAL REQUIREMENT

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.