



Working Title: Processing Clerk I

Department: Library Network Office

Classification Title: Library Clerk I

Primary Function: To process and distribute library materials

Duties and responsibilities:

1. Process and distribute library materials:
 - a) Process and pack library materials for delivery to branch libraries
 - b) Monitor library/office supplies and order new supplies as needed
 - c) Prepare/receive orders and processing invoices for payment
 - d) Arrange for parcel pick-up
 - e) Maintain petty cash fund
 - f) process material
 - g) Tracking library postage use and requirements
2. Other related duties:
 - a) sort and deliver incoming mail and prepare outgoing mail
 - b) maintain and order inventory of library supplies
 - c) maintain and update library files and publications
 - d) types correspondence as required
 - e) other related duties as assigned