

MULTNOMAH COUNTY
LIBRARY



205 N.E. Russell Street • Portland, OR 97212-3796 • PHONE: 503.988.5402 • FAX: 503.988.5441 Valley Oehlke, Director of Libraries

To: Patti Vincent
From: Shelly Kent, Human Resources Manager, Department of Libraries
Date: December 15, 2010
Subject: Classification Request – Library Clerk (7202)

I have completed our review of your request and the decision is outlined below.

Request Information:

Date Request Received: 12/8/10	Position Number: 707703
Current Classification: Library Page	Requested Classification: Library Clerk
Job Class Number: 7203	Job Class Number: 7202
Pay Grade: 1	Pay Grade: 9

Request is: ☒ Approved as Requested Effective Date: 12/13/10

Allocated Classification: Library Clerk	Job Class Number: 7202
Pay Range: \$30,735.36 - \$37,751.04	Pay Grade: 9
Annually	

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties and work are being carried out as originally described. Further, this allocation may require Board of County Commissioners' approval, so this decision is considered preliminary until such approval is received.

Position Information:

- ☒ Vacant - see New/Vacant Section
- ☐ Filled & incumbent reclassified - see Employee Information Section
- ☐ Filled & incumbent not reclassified with position - see New/Vacant Section

New/Vacant Position Information:

If the position is vacant or incumbent not reclassified with position, position must be filled in accordance with the normal appointment procedures. If position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult with the Library Human Resources Unit for assistance.

Reason for Classification Decision:

This position located at Capital Hill will provide assistance to internal and external customers by checking in and out library materials, issuing library cards, creating and updating patron records, taking fines and payment for lost material, negotiating fine and fee payment plans or waive charges, providing information on policies and procedures; balancing and reconciling cash amounts and maintain and process cash records. Library Page positions are not responsible for the above customer service, circulation and cash handling duties. The overall scope and responsibilities outlined in this position are consistent with the duties performed by other Library Clerks and best fit the criteria of the Library Clerk (7202) classification.

If you have any questions, please feel free to contact me at 503-988-3908.

cc: Olga Ward, Class Comp
Vicki Cornwell, HR Maintainer
Bryan Lally, Local 88