

Civil Division: Oneida County Government, Libraries, Schools, Villages
Jurisdictional Class: Competitive
Non-Competitive (PT) Oneida County Government, Schools,
Villages
Revised: 04/28/05

LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a public or school library or library-audio visual center and involves performance of routine clerical duties, including keyboarding via local area network, necessary for the proper organization and distribution of library materials. The work is performed under general supervision of a Librarian or other supervisor, with leeway allowed for the exercise of independent judgement in carrying out the details of the work. Assignments follow a prescribed routine, but detailed instructions are given for new or difficult tasks. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves at the circulation desk issuing, renewing and receiving library materials;
Shelves magazines and books, and inspects shelves to maintain proper catalog order;
Helps students locate material in stacks or in computer catalog;
Keyboards on an automated circulation local area network system, to produce overdues and bills;
Processes new acquisitions and adds/deletes records to the computerized library catalog and by preparing call numbers, shelf lists, pockets, book cards and jackets;
Conducts annual inventory and processes the related computerized report;
Prepares special and reserve collections for teachers and students;
Files or enters into computerized system overdue notices, magazines, shelf list cards, supply catalog and other materials;
Maintains manual or computerized inventory of books and library supplies;
Sets up displays of books, library projects and other materials;
Aids in the audio-visual center by scheduling films/videos, distribution and pick-up;
Laminates pictures using heat transfer equipment;
Issues audio-visual equipment, films and slides to patrons for use in the library;
Inspects audio-visual materials and signs out tapes, tape manuals, recorders, head phones and records;
Returns materials to publishers and dealers, files invoices and other order forms, and assists in taking on-going inventories;
Puts covers on library materials;
Sets up films on projectors for viewing by patrons;
Prepares and mails out film rental order requests, and prepares rental films for mail;
Operates office machinery such as photocopiers, fax machines, or typewriters or computers;
Manipulates computer keyboard to access library material;
Sets up micro-computers in classrooms for student use, attempts to correct any minor computer problems such as paper jams or ribbon problems before calling for technical assistance;
Identifies, logs and reports computer problems to technical staff;
May supervise students while using the library to reduce disturbance to other patrons;

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Typical Work Activities con't:

May keyboard reports or other communications for library media specialist or librarian;
May assist librarian in preparing displays to promote reading activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to understand and follow oral and written instructions; ability to write legibly; ability to get along well with others; ability to operate an alphanumeric keyboard such as a typewriter or computer keyboard accurately, not requiring skilled typing; ability to perform fine-finger movement on a keyboard; ability to reach for and shelve library books and materials; tact and courtesy in dealing with staff and public.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma;
OR
- (B) Two (2) years of clerical experience

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

NOTE: **LIBRARY CLERK** is a comparable title to **CLERK**.

Adopted: 03/02/82, 03/20/87

Revised: 06/21/90, 10/21/92, 02/03/95, 01/17/97, 01/27/97, 07/12/02, 04/28/05