

Civil Division:	Libraries, Schools
Jurisdiction Class:	Competitive
EEO Category:	Administrative Support
Reviewed:	12/31/12

SENIOR LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform higher-level library clerical operations, which also involve assisting patrons with both use of the library collection and general policies/procedures of the library. Persons in this class may be required to assist in performance of duties listed in subordinate classes. Persons in this class work under supervision when beginning new procedures; however, once the procedure has been adopted, employees in this class can proceed with little or no supervision. Employees in this class may also be required to train and supervise one or more clerical employees who have no prior experience or training in library clerical routines. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs duties related to acquisition of materials;
Performs duties of cataloging and classification;
Performs duties of registration and circulation;
Performs duties regarding the physical upkeep of material;
Revises shelving and filing;
Provides information to the public on library policies and procedures;
Reviews filing and other work of pages and clerks;
Maintains departmental work schedules and compiles data for statistical reports;
Maintains interlibrary loan records;
Inspects returned library material for damage;
Assigns and reviews work of subordinate staff;
Arranges or files materials according to library filing rules;
Performs routine searches of, and updates to, computer records;
Issues borrower cards according to library procedures;
Performs routine circulation, reserve and overdue functions;
Makes and checks routine arithmetic computations;
Operates photocopiers, fax machines, typewriters, computers, etc.;
Answers the telephone and takes messages;
Calls patrons to deliver messages or information on library materials;
Types cards, lists, labels, or short entries on forms, etc.;
May supervise students while using the library to reduce disturbance to other patrons;
May keyboard reports or other communications for library media specialist or librarian;
May assist librarian in preparing displays to promote reading activities.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment, as applied to library clerical work; good knowledge of library filing and shelving rules; working knowledge of library services and practices; working knowledge of business arithmetic; ability to understand and follow oral and written instructions; ability to plan, coordinate and supervise the work of others; ability to operate an alphanumeric keyboard such as a typewriter, terminal or personal computer accurately--skilled typing is not necessary; accuracy; industry; mental alertness; neatness; willingness to follow a prescribed routine; tact and courtesy in dealing with staff and public.

MINIMUM QUALIFICATIONS: Either:

- (A) Successful completion of sixty (60) credit hours from a regionally accredited or New York State registered college or university; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of clerical experience; one (1) year of which must be library clerical experience; **OR**
- (C) Four years of clerical experience; one (1) year of which must be library clerical experience.

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

Adopted: 1990's
Revised: 02/03/95, 06/10/97
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