

SENIOR LIBRARY CLERK

Code No.: 5-19-006
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level position responsible for performing moderately complex library clerical tasks and assisting patrons with both use of the library collection and general policies/procedures of the library. Employees have prior training or experience in performing library tasks; detailed oral or written instructions are given for new or difficult assignments. Although practices and procedures are usually defined, employees must be able to exercise independent judgment in applying them to specific cases. Work is performed utilizing an on-line computer system, personal computer, calculator and typewriter. The employee reports directly to and works under the general supervision of a professional library employee. General supervision may be exercised over pages, aides, or other library personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Maintains an automated circulation system;

Maintains computerized records;

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 office machinery such as photocopiers or fax machines;

Answers the telephone, takes messages;

Calls patrons to deliver messages or information on library materials;

Types cards, lists, labels, or short entries on forms or computers.

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; ability to operate a calculator, typewriter, computer terminal, and personal computer; ability to operate a PC with word processing and spreadsheet software; ability to understand and carry out directions; ability to supervise the work of others; ability to get along well with others; accuracy; industry; mental and physical alertness; neatness; tact; willingness to follow a prescribed routine; aptitude for library work; interest in library work; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalent diploma, plus EITHER:

- (A) One (1) year of paid full-time or its part-time/volunteer equivalent library clerical experience;
OR,
- (B) Completion of two (2) years (60 semester credit hours) of college; OR,
- (C) Four (4) years of paid full-time or its part-time/volunteer equivalent general clerical experience;
OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: May 20, 1953
REVISED: August 30, 1979
REVISED: July 23, 1987
REVISED: January 10, 1992
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