

## LIBRARY CLERK

Code No.: 4-19-004  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a clerical position responsible for performing routine library clerical duties necessary for the proper organization and distribution of library materials. Employees report directly to and work under the director supervision of a higher-ranking clerical employee or professional 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.)

Arranges or files materials according to library filing rules;

Performs routine searches of and updates to computer records;

Issues borrowers cards according to library procedures;

Performs routine circulation, reserve and overdue functions;

Makes and checks routine arithmetic computations;

Operates office machinery such as photocopiers, fax machines or computers;

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;

Orders and processes new materials;

### **WHEN ASSIGNED TO A SUBURBAN SCHOOL DISTRICT THE INCUMBENT ALSO:**

Monitors groups of children and assists them in locating and correctly using resource materials;

Maintains a quiet and orderly atmosphere within the library.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; working knowledge of library filing and shelving rules; ability to understand and follow oral and written directions; ability to operate an alphanumeric keyboard such as a typewriter, terminal, or personal computer accurately; ability to deal effectively with the public and office personnel; ability to maintain a filing system; ability to write legibly; clerical aptitude; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma. Where education is lacking clerical experience may be substituted on a year-for-year basis.

### **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.

REVISED: July 12, 1984  
REVISED: September 3, 1998