

PRINCIPAL LIBRARY CLERK

Code No.: 3-05-024
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a high level library clerical position requiring advanced knowledge of library clerical operations and performance of the more complex clerical functions. The employee reports directly to and works under the general supervision of a professional librarian, with wide leeway allowed for independent judgment and decision making. General supervision may be exercised over a subordinate staff. 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)

Supervises and performs complex clerical library functions;

Troubleshoots difficult clerical problems involving independent judgment;

Compiles statistical reports for budget, circulation, and attendance;

Maintains divisional/department records such as time worked on computer or printed files;

Provides information to the public on library policies and procedures;

Assigns and reviews work of subordinate staff and creates work schedules;

Performs routine searches of and updates to computer records;

Performs routine circulation, reserve and overdue functions;

Operates office machinery such as photocopiers or fax machines;

Calls patrons to deliver messages or information on library materials;

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

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 services and practices; good knowledge of handling and using library materials and equipment; good knowledge of library filing and shelving rules; working knowledge of business arithmetic; ability to get along well with others; ability to communicate effectively both orally and in writing; ability to understand and follow complex oral and written instructions; supervisory ability; leadership ability; aptitude for library work; interest in library work; initiative, good judgment; orderliness; accuracy; good memory; tact; patience; adaptability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Three (3) years paid full-time or its part-time equivalent library clerical experience; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or 60 credits and one (1) year of experience as defined in (A); above; OR,
- (C) Any equivalent combination of experience and training as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

REVISED: June 15, 1972
REVISED: October 11, 1990
REVISED: June 20, 1991
REVISED: September 3, 1998