

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: DECEMBER 7, 2017

SENIOR LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of moderately complex library clerical tasks and assisting patrons/students with both use of the library collection and general policies/procedures of the library. This class requires a greater degree of autonomy than Library Clerk, moderate job complexity, and may involve supervisory responsibility. Work is performed under the general supervision of a higher level Clerk or Librarian. Supervision may be exercised over lower-level staff and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Provides information to patrons/students on library policies and procedures;
2. Assists patrons/students on the basic use of the library catalog and with the location of use of media center materials;
3. Reviews work of pages and clerks;
4. Utilizes bibliographic database;
5. Maintains interlibrary loan records and database of library holdings;
6. Inspects returned library material for damage;
7. Assigns and reviews work of subordinate staff;
8. Arranges or files materials according to library filing rules;
9. Prepares periodicals for online circulation, books for the library, and revises book and media shelves;
10. Performs routine searches of and updates to computer records;
11. Issues borrower cards according to library procedures;
12. Performs routine circulation, reserve, and overdue functions utilizing a computer system;
13. Maintains records including for reserve books and registration of borrowers;
14. Makes and checks routine arithmetic computations;
15. Operates office machinery such as photocopiers or fax machines;
16. Answers the telephone, takes messages;
17. Calls patrons/students to deliver messages or information on library materials;
18. Compiles, prepares, and types statistical records, reports, cards, bibliographies, lists, labels, or short entries on forms or computers;
19. May maintain departmental work schedules and compiles data for statistical reports;
20. May assist in the cataloging of books;
21. May process orders of library material and audit invoices for payment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of library services and practices; 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 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 at an acceptable rate of speed and accuracy; ability to get along well with others; aptitude for and interest in library work; tact and courtesy in dealing with staff and public; mental alertness and physical stamina; willingness to follow prescribed routine; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS: One (1) year of full-time permanent competitive status as a Library Clerk immediately preceding the date of written examination.

OPEN COMPETITIVE:

Graduation from high school or possession of an equivalency diploma **AND** one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in a business-related field and one (1) year of paid clerical experience; **OR**
2. Two (2) years of paid library clerical experience; **OR**
3. Three (3) years of paid clerical experience.

SPECIAL REQUIREMENTS: Candidates must pass a Database Clerk performance test.

NOTE: Part-time experience will be pro-rated.