

## LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required; on the job training is provided. Work is performed under direct supervision of higher level clerks or librarians. May supervise volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) 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.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment as applied to library clerical work; Working knowledge of business arithmetic; Working knowledge of library filing and shelving rules; Ability to understand and follow oral and written instructions; Ability to operate an alphanumeric keyboard such as a typewriter, terminal or personal computer accurately however skilled typing is not necessary; Tact and courtesy in dealing with staff and public; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from high school or possession of a New York State equivalency diploma; OR
- B. Two years of general clerical experience; OR
- C. An equivalent combination of training and experience as indicated in (A) and (B) above.

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