

## PRINCIPAL LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of specialized library clerical tasks. Advanced knowledge of library clerical operations is required. This class from that of Senior Library Clerk in that there is a greater degree of independent judgement and decision making. Work is performed under general supervision of a Librarian with discretion for planning and carrying out assignments. Supervision may be exercised over Library Clerks and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Provides information to the public on library policies and procedures; Compiles data for statistical reports; Inspects returned library material for damage and repairs books, cd's and dvd's using appropriate library equipment; Reviews, purchases and processes material for library collection; Reviews donations for inclusion to library collections; Processes library material for branches; Maintains and updates library website and endcap displays; May assign and review 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 machines such as photocopiers or fax machines; Answers telephone and 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: Thorough knowledge of library services and practices; Thorough knowledge of office terminology, procedures and equipment as applied to library clerical work; Thorough knowledge of library filing and shelving rules; Good knowledge of business arithmetic; Ability to understand and follow complex 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 accurately - a qualified typist is not necessary; Tact and courtesy in dealing with staff and public; Physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma, and
- B. Graduation from a regionally accredited or New York State registered two year college or university with an associates degree in Library Service or related field and one year of library clerical experience; OR
- C. Three years of library clerical experience. OR
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: College credit may be substituted for a maximum of one year of clerical experience. 30 semester credit hours from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices equals on year; fewer hours may be substituted on a pro rated basis.

Approved 9/21/09

Revised 3/5/18