

SENIOR LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for performing clerical and administrative duties in accordance with established library procedures at Westchester Community College. Work involves the use of automated information systems. Incumbents may provide guidance and instruction to library clerks and student assistants. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs established procedures at the circulation desk to process library materials such as books, periodicals, pamphlets, media, computer software, etc., checked out by students and faculty;

Enters and retrieves information on an automated information system;

Gives information to readers and library users and assists them in the use of the automated card catalogue system and other audio-visual materials;

Maintains a neat and safe working environment by ensuring the proper filing and storing of library materials and office supplies;

Keeps records for the preparation of monthly and annual reports;

Places materials on reserve at the request of faculty; maintains records of same;

Maintains current circulation and overdue file; sends out and resolves overdue notices, routes questions to supervisor as needed;

Processes requests for interlibrary loans (i.e., contacting other libraries for source materials not kept at WCC) for students and faculty;

Follows established library procedures in response to patron requests for material searches and reserves; notifies patrons of the disposition of their request;

Responsible for shelving returned materials in a neat and orderly manner;

Guides and instructs student assistants and others as needed;

Uses automated office systems for record maintenance;

May receive fees; keeps records of same for supervisory reconciliation.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of office procedures, terminology and equipment as applied to clerical work performed in a library setting; knowledge of the Library of Congress filing systems; ability to understand and follow oral and written directions; ability to assist others in the use of library facilities, including automated systems; ability to perform simple arithmetic computations; ability to meet students and faculty pleasantly; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a High school diploma or equivalency and either: (a) four years of clerical experience including two years as a library clerk or assistant; or (a) satisfactory completion of 60 credits at a recognized college or university* and two years experience as a library clerk or assistant; or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.