

LIBRARY CLERK

GENERAL STATEMENT OF DUTIES: Performs library clerical work requiring no prior training or knowledge of library techniques in a public library or a public school system library; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of higher level clerks, Librarians or Library Media Specialists, incumbents of this class perform library clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required. Detailed instructions and close supervision are received during training and on new assignments, but routine assignments are carried out independently and the incumbent is expected to use some initiative and judgment as experience is gained. Depending upon the libraries' operating schedules, incumbents of this class must be willing to work flexible hours, including, but not limited to, evenings and weekends. Supervision is not a responsibility of this position, although Library Pages or volunteers may assist Library Clerks in specific tasks (e.g., checking shelves).

EXAMPLES OF WORK: (Illustrative Only)

Arranges or files materials according to library filing rules;

Uses computerized library software to update library database and perform routine searches;

Issues borrowers cards according to library procedures;

Checks materials in and out, collects and records fines and explains rules and procedures to library patrons at the library's circulation desk;

Enters orders in computer system and files order forms; checks orders received and prepares materials for circulation;

Assists in the physical upkeep of materials, e.g. the repair and/or cleaning of books;

Tallies numerical totals for record-keeping purposes; may prepare simple statistical and other reports;

Operates office machinery such as photocopiers, fax machines or computers;

Answers telephones, transfers calls and provides information to callers;

Calls patrons to deliver messages or information on library materials;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May assist library patrons in using materials and equipment;

May process interlibrary loan and reserve requests;

EXAMPLES OF WORK: (Illustrative Only) (continued)

May make minor repairs to audio-visual materials and/or equipment;

May inventory and track audio-visual materials and/or equipment.

REQUIRED KNOWLEDGE, SKILLS ABILITIES AND ATTRIBUTES: Working knowledge of office terminology, procedures and equipment as applied to library clerical work; working knowledge of library filing and shelving rules; ability to make simple arithmetic calculations accurately and with reasonable speed; ability to understand and follow oral and written instructions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to establish and maintain effective working relationships with co-workers, library patrons and the general public; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages,
Cities of Rye and Peekskill,
School Districts, Special Districts
J. C.: Competitive

Job Class Code: 0233 (Towns & Villages)
S233 (School Districts)