

## SENIOR LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a Principal Library Clerk, Librarian, or Library Media Specialist, incumbents of this class supervise and/or perform moderately complex library clerical tasks in a functional unit of a library, i.e., circulation, technical services, etc. The incumbent receives general instructions from a Principal Library Clerk or professional position and then plans, assigns and reviews the work of a small number of clerical workers. In the absence of supervisory responsibilities, the Senior Library Clerk performs more difficult clerical work requiring a higher degree of skill, experience and independent judgment. Unusual or difficult procedures or questions are referred to the Librarian or Library Media Specialist in charge of the functional unit for decision. A Senior Library Clerk may be required to assist in the training of new clerical employees. Supervision may be exercised over Library Clerks, Pages and volunteers. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Provides information to the public on library policies and procedures;

Assigns and reviews the clerical work of Library Clerks, Pages and/or volunteers;

Arranges or files materials according to library filing rules;

Uses computerized library software to update library database, perform routine searches, create reserves from patron requests, answer simple item location requests, etc.;

Assists the professional staff in the acquisition of materials by checking lists against catalogs, searching for simple bibliographical data, checking order cards with holdings and outstanding orders, checking invoices, entering acquisition information, and maintaining check lists of serials;

Assists the professional staff in cataloging and classification of materials by maintaining item information records in the library database, adding copies and new items, recording withdrawals and reinstatements, recording transfers, and new entries;

Tallies numerical totals for recordkeeping purposes; may prepare statistical and other reports;

Assists in the physical upkeep of materials by cleaning and repairing materials for preservation, preparing materials for binding and keeping bindery records;

May assist in the preparation of bills, purchase orders and budget, etc.;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: 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 library services and practices; ability to make simple arithmetic calculations accurately and with reasonable speed; ability to use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; ability to understand and follow oral and written instructions; ability to plan, coordinate, and supervise the work of others; ability to establish and maintain effective working relationships with co-workers, library patrons and the general public; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and one (1) year of library clerical experience.

SUBSTITUTION: Satisfactory completion of 15 college credits\* may be substituted for up to six (6) months of the specified library clerical experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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

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  
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Job Class Code: 0232-01 (Towns & Villages)  
S232-01 (School Districts)