

SENIOR LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: May be responsible for opening and/or closing the library in absence of supervisory staff. Performs moderately complex to difficult library clerical tasks requiring prior training or knowledge. Assists patrons with the use of library collections and general policies/procedures. Assists staff with a variety of technical tasks related to library operations. Performs clerical assignments as directed by supervisory staff. Although practices and procedures are initially defined, employee must be able to exercise independent judgment in applying them to specific cases. Performs circulation management techniques including cataloging and classification.

TYPICAL WORK ACTIVITIES:

Performs routine searches of and updates to computer records;
Orders books by use of a computer;
Types correspondence and reports;
Works directly with library patrons of varying age groups providing assistance in locating books, reference materials, and in the use of library resource materials;
Assists staff with related work as required;
Processes inter-library loans including completing and filing proper forms, updates and management of ledger (of these transactions);
Contacts patrons regarding library materials;
Returns materials to lending libraries as they are received;
Review and process all invoices, prepare bills for payment, type monthly abstracts of bills;
Works at circulation desk as assigned;
Attends job-related training programs, seminars and meetings;
Processes library materials and gift books;
Shelves books/materials and keeps shelves in order;
Receives monies from patrons for fines and copies made;
Maintains pamphlet file;
Operates office machinery such as photocopiers, fax machine, computer and/or word processor;
Answers telephone, records messages, calls patrons to deliver messages, places inter-departmental calls of library business;
Picks up mail at post office to sort and deliver; and
Responsible for a variety of general cleaning and maintenance duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures, and equipment as applied to library clerical work; ability to understand and carry out directions; ability to sort and file material alphabetically or numerically; ability to operate an alphanumeric keyboard, such as a typewriter or personal computer, accurately (typing speed is not required); ability to understand and follow oral and written instructions; knowledge of library services and practices; perform accurate, detailed work; mental alertness and physical stamina; physical condition commensurate to the demands of the position; tact, patience and ability to get along with people.

Senior Library Clerk

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, and one (1) year of library clerical experience.

SPECIAL NOTE: Must be capable of frequent crouching or bending at the knees; continuous standing for periods of one hour or more; lifting or carrying items weighing at least twenty-five (25) pounds; frequent lifting of items from below the knees or above the shoulders.

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