

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
NON-COMPETITIVE FOR PART-TIME ROYALTON-HARTLAND SCHOOL
DISTRICT APPROVED STATE CSC 05/19/2003
APPROVED: 09/15/93

SENIOR LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class involve the performance of difficult clerical tasks and a few sub-professional assignments. This class is distinguished from the class of Junior Library Clerk in that assignments are carried out more independently and are of a more difficult and varied character. Under immediate supervision, assists with complex library work, part of which may involve contact with the public in any library, branch, department or division as required. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Charges and discharges books using online computer system;
2. Uses OCLC or other bibliographic utility to search for interlibrary loans or pull correct machine readable cataloging data;
3. Revises book and media shelves;
4. Prepares periodicals for online circulation;
5. Under supervision of a librarian, generates overdue and reserve notices on the online system;
6. Handles records for reserve books and for registration of borrowers;
7. Types statistical records, reports, bibliographies, lists and cards;
8. Under supervision of a librarian, updates and edits information in the online database;
9. Prepares books for the library;
10. Under immediate supervision of a librarian, assists in the cataloging of books.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures, and equipment as applied to library clerical work; knowledge of online catalogs; knowledge of OCLC cataloging; ability to type from clear copy or rough draft at a reasonable rate of speed; ability to understand and carry out directions; ability to supervise the work of others; accuracy; industry; mental alertness and physical stamina; neatness tact; willingness to follow prescribed routine; ability to get along well with others; aptitude for library work; interest in library work; physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma;

AND: 1. One (1) year of satisfactory library clerical experience;

OR: 2. Completion of two (2) years towards a Bachelor's degree or Associate's Degree in a regionally accredited or New York State approved college or university;

OR: 3. Four (4) years of office clerical experience.