

DEPARTMENT: NORTH TONAWANDA LIBRARY
CLASSIFICATION: COMPETITIVE
APPROVED: AUGUST 18, 2005

SENIOR LIBRARY CLERK TYPIST
(North Tonawanda)

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of moderately complex library clerical tasks and assisting patrons with both use of the library collection and general policies/procedures of the library. This class requires a greater degree of autonomy than Library Clerk, moderate job complexity and supervisory responsibility. Work is performed under general supervision of a higher level Clerk or Librarian. Supervision is exercised over library Clerks, Pages and Volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Provides information to the public on library policies and procedures;
2. Reviews filing and other work of pages and clerks;
3. Maintains departmental work schedules and compiles data for statistical reports;
4. Maintains interlibrary loan records;
5. Inspects returned library material for damage;
6. Assigns and reviews work of subordinate staff;
7. Arranges or files materials according to library filing rules;
8. Performs routine searches of and updates to computer records;
9. Issues borrower cards according to library procedures;
10. Performs routine circulation, reserve and overdue functions;
11. Makes and checks routine arithmetic computations;
12. Operates office machinery such as photocopiers or fax machines;
13. Answers the telephone, takes messages;
14. Calls patrons to deliver messages or information on library materials;
15. Types cards, lists, labels, or short entries on forms or computers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of library services and practices; working knowledge of business arithmetic; good knowledge of office terminology, procedures and equipment as applied to library clerical work; good knowledge of library filing and shelving rules; ability to understand and follow oral and written instructions; ability to plan, coordinate, and supervise the work of others; ability to operate an alphanumeric keyboard such as a typewriter, terminal, or personal computer accurately; tact and courtesy in dealing with staff and public.

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS: Six (6) months of permanent competitive status as a Library Clerk Typist immediately preceding the date of written examination.

OPEN COMPETITIVE:

1. Graduation from high school or possession of a high school equivalency diploma;

AND: 2. One year of library clerical experience;

AND: 3. Must be able to type 35 wpm.

08/18/2005; 12/17/1998; 02/21/1996