

Jurisdictional Class: Competitive; Non-Competitive when Part Time
Adopted: May 9, 2006
Revised: July 30, 2010

SENIOR LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This work involves the performance of moderately complex library clerical tasks requiring prior training and/or knowledge of library clerical operations. Duties also include assisting patrons with both the use of the library collection and general policies/procedures of the library. The work is performed under general supervision with wide leeway allowed for the performance of assigned duties. Supervision is exercised over the training and work of subordinate clerical employees and pages. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises employees performing circulation, registration, reserve, and overdue functions as well as other clerical duties;
Reviews filing and other work of subordinate clerical employees and pages;
Maintains departmental work schedules;
Assigns and reviews work of subordinate staff;
Trains subordinate clerical employees and pages in assigned duties;
Inspects returned library material for damage;
Provides information to the public on library policies and procedures;
Performs circulation and patron registration duties and reserve and overdue functions;
Performs searches for bibliographical data using standard sources and/or on-line catalogs and requests materials when appropriate;
Maintains inter-library loan records;
Performs searches of and updates to computer records;
Performs more complex library related clerical duties with limited supervision;
Troubleshoots clerical problems;
Compiles moderately complex data for statistical reports;
Arranges or files materials according to library filing rules and revises shelving when necessary;
Maintains and updates shelf list;
Issues borrower cards according to library procedures;
Treats library materials for preservation;
Prepares material for binding and keeps bindery records;
Makes and checks arithmetic computations;
May assist the patrons in the use of standard equipment and other office machines;
Operates standard office machines such as photocopiers, typewriters, fax machines, and computers;
Calls patrons to assist with problems or give information regarding library materials;
Types cards, lists, labels, or short entries on forms using typewriter and/or computer.

Senior Library Clerk

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of library terminology, procedures, and equipment as applied to library clerical work;

Good knowledge of library services and practices;

Working knowledge of business arithmetic and English;

Ability to plan, coordinate, and supervise the work of others;

Ability to operate a typewriter or computer accurately - skilled typing is not necessary;

Ability to understand and carry out oral and written directions;

Ability to get along well with others;

Willingness to follow a prescribed routine;

Aptitude for library work;

Interest in library work.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

(a) One (1) year of library clerical experience; or

(b) Two (2) years of general clerical experience; or

(c) An equivalent combination of training and/or experience as defined by the limits of (a) and (b) above.