

Department: In all Civil Divisions
Classification: Competitive
Grade: _____

SPEC DISK E3
DOCUMENT 37

LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing routine clerical duties necessary for the proper organization and distribution of library materials. The work is performed under general supervision of a Librarian or other supervisor with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Assignments follow a prescribed routine, but detailed instructions are given for new or difficult tasks. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

* May operate a typewriter in performing the following duties:

Serves at the circulation desk issuing, renewing and receiving library materials;
Shelves magazines, books and inspects shelves to maintain proper catalog order;
Processes new books by preparing call numbers, catalog cards, shelf lists, pockets, book cards and jackets;
Files catalog card, overdue notices, magazines, shelf list cards, supply catalogs and other materials;
Maintains an inventory of books and library supplies;
Sets up displays of books, magazines and other materials;
Makes minor repairs on books, magazines and other materials;
Prepares special and reserve collections for teachers and students;
Issues audio-visual equipment for use in the library;
Oversees the circulation of films;
May assist Librarian in preparing displays to promote reading activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to understand and follow oral and written instructions; ability to write legibly; ability to get along well with others; clerical aptitude; physical condition commensurate with the demands of the position. * Ability to type at an acceptable rate of speed.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of an equivalency diploma; or
- (b) One year of experience in a clerical position; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

* A typing performance test will be a requirement in the Ticonderoga Central School District.