

Department: Town of Ticonderoga

Classification: Competitive

Grade: _____

SPEC DISK E4

DOCUMENT 1

SENIOR LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing library clerical operations. Employees in this class have had prior knowledge, training or experience in performing library clerical operations. Employees work under supervision when beginning new procedures. However, once the procedure has been adopted, employees can proceed with little or no additional supervision. Employees may be required to assist in the performance of duties listed in subordinate classes. Employees may also be required to train and supervise one or more clerical employees who have no prior experience or training in library clerical routines. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

When Assigned To:

Acquisition of Materials:

- Checks lists with catalog;
- Searches for simple bibliographical data;
- Checks order cards with holdings and outstanding orders;
- Checks invoices;
- Enters accession information;
- Maintains check lists of serials.

Cataloging and Classification:

- Orders Library of Congress cards;
- Maintains the shelf lists;
- Lists added copies and new editions;
- Records withdrawals and reinstatements;
- Records transfers;
- Makes cards for added entries.

Registration and Circulation:

- Reserves library materials for readers;
- Maintains inter-library loan records;
- Registers borrowers;
- Explains lending rules;
- Compiles data for statistical reports.

Physical Upkeep of Material:

- Treats for preservation;

Prepares material for binding;
Keeps bindery records.

Care of Shelves and Files:

Revises shelving and filing.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment as applied to library clerical work; ability to operate a typewriter; ability to understand and carry out directions; ability to supervise the work of others; accuracy; industry; mental and physical alertness; neatness; tact; willingness to follow a prescribed routine; ability to get along well with others; aptitude for library work; interest in library work; physical condition commensurate with the demands of the position.

SENIOR LIBRARY CLERK - Continued

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

- (a) One year of library clerical experience; or
- (b) Two years of college; or
- (c) Four years of general clerical experience; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).