

## **LIBRARY CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs standardized clerical tasks within a library. Although detailed instructions are given for new assignments, and practices are usually definitely fixed, employees must be able to exercise independent judgment in applying them to specific cases. This position is distinguished from other clerical positions by the fact that it is physically located in a library. Employees in this class may be required to train and supervise students in library clerical routines. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following as well as other related activities not described.

Culls and maintains reserve material;

May train part-time staff;

Provides assistance to library users;

Updates circulation desk procedures manual;

Issues and receives library material;

Maintains library cards and circulation files and answers routine inquiries;

Maintains files on books on order, standing book orders, periodicals, bound periodicals, shelf list of holdings, etc.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of office terminology, procedures and equipment; working knowledge of the basic aims and services of the library; working knowledge of business arithmetic and English; ability to understand and follow oral and written directions; ability to establish and maintain a rapport with students and faculty; ability to write legibly; clerical aptitude; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Successful completion of the eighth grade in school; or its' equivalent.

ULSTER COUNTY

4050 LIB CLK

Classification: Competitive

4051 LIB CLK PT

Classification: Non-Competitive in SUNY Ulster, All school districts & Ellenville Public Library only

4052 LBCLK HLP

Classification: Non-Competitive

Grade: 6

Union: CSEA

Adopted: February 23, 1979

Revised: January 20, 1984

Revised: September 25, 1991

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