

LIBRARY TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This work is primarily of routine nature and involves the performance of standardized clerical tasks within a library. Although detailed instructions are given for new assignments, and practices are usually 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. Excepting the ability to type, this class is equivalent to that of Clerk. 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.

When Assigned To:

Acquisition of Material:

Types orders to dealers, orders cards, and lists;

Types and mails exchange lists;

Acknowledges and records gifts and exchanges;

Returns materials to publishers and dealers;

Opens and sorts library materials;

Files invoices.

Cataloging and Classification:

Makes changes on catalog cards, duplicates cards, and files cards;

Makes guide cards and labels for files.

Inventory:

Assists professional staff.

Registration:

Inspects AV materials;

Corrects and records statistics;

Issues overdue notices.

Assistance to Readers:

Gives directional information.

Mechanical Preparation of Material:

Types book cards and pockets;

Revises catalog cards;

Adds marks of ownership.

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 a library; working knowledge of business arithmetic and English; ability to type from clear copy or rough draft at an acceptable rate of speed; ability to understand and follow oral and written directions; ability to exercise good judgment in communicating with others; ability to establish and maintain a rapport with students and faculty; ability to get along well with others; 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

4080 LIB TYP

Classification: Competitive

4081 LIB TYP PT

Classification: Non-Competitive

Grade: 6

Union: CSEA

Revised: January 20, 1984

Revised: September 25, 1991

Revised: February 25, 1994