

PRINCIPAL LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of specialized clerical work. Advanced knowledge of library clerical operations is required. This class differs from that of Senior Library Clerk in that there is a greater degree of independent judgment and decision making. Work is performed under the general supervision of a Librarian, with discretion for planning and carrying out assignments. Supervision is exercised over subordinate library personnel. 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.

Supervises and performs complex clerical library functions (e.g. serial ordering and record maintenance, cataloging from bibliographic copy);

Troubleshoots difficult clerical problems involving independent judgment;

Compiles statistical reports for budget, circulation and attendance;

Maintains divisional/ department records such as time worked on computer or printed files;

Provides information to the public on library policies and procedures;

Assigns and reviews work of subordinate staff and creates work schedules;

Performs routine searches of, and updates to, computer records;

Performs routine circulation, reserve and overdue functions;

Operates office machinery such as photocopiers or fax machines;

Calls patrons to deliver messages or information on library materials;

Types cards, lists, labels or short entries on forms.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment as applied to library clerical work; good knowledge of library services and practices; good knowledge of handling and using library materials and equipment; good knowledge of library filing and shelving rules; working knowledge of business arithmetic; ability to express oneself clearly and concisely in written and oral English; ability to understand and follow complex oral and written instructions; ability to operate an alphanumeric keyboard such as a typewriter, terminal or personal computer accurately (speed typing is not necessary); ability to plan, coordinate and supervise the work of others; tact and courtesy in dealing with staff and the public; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid, or its' part-time equivalent, library clerical experience.

Note: College credit may be substituted for a maximum of one year of clerical experience. Thirty (30) semester credit hours from a regionally accredited college or university, or one recognized by the New York State Education Department as following acceptable educational practices, is equal to one year of the above experience. Fewer semester credit hours may be substituted on a pro-rated basis.

ULSTER COUNTY
4993 PR LIB CLK
Classification: Competitive
Grade: 11
Union: CSEA

Adopted: May 15, 1995