

SENIOR LIBRARY CLERK

GENERAL STATEMENT OF DUTIES: Performs library clerical operations requiring prior training or knowledge. May supervise one or more subordinate clerical employees; does related work as required.

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

EXAMPLES OF WORK: (Illustrative only)

When Assigned To:

Acquisition of Material: Dewey Decimal System Used

Checks lists against catalog;

Searches for simple bibliographical data;

Checks order cards with holdings and outstanding orders;

Checks invoices;

Enters accession information;

Maintains check lists of serials.

Registration and Circulation:

Reserves library materials for readers;

Maintains interlibrary loan records;

Registers borrowers;

Explains lending rules;

Compiles data for statistical reports;

Cataloging and Classification;

Orders Library of Congress cards;

Maintains the shelf list;

Lists added copies and new editions;

Records withdrawals and reinstatements;

Records transfers;

Makes cards for added entries;

Physical Upkeep of Material:

Treats for preservation;

Prepares material for binding;

Keeps bindery records;

Care of Shelves and Files:

Revises shelving and filing;

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of office terminology, procedures, and equipment as applied to library clerical work; ability to understand and carry out directions; ability to supervise the work of others; accuracy; industry; mental alertness and physical stamina; neatness; tact; willingness to follow a prescribed routine; ability to get along well with others; aptitude for library work; interest in library work; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from senior high school and either:

- A. One year of library clerical experience; **OR**
- B. Two (2) years of college; **OR**
- C. Four (4) years of general clerical experience; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C above.

ULSTER COUNTY

6280 SR LIB CLK

Classification: Competitive

Grade: 9

Union: CSEA