

SENIOR LIBRARY TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This class of positions involves the performance of responsible clerical duties within a library involving the ability to type at an acceptable rate of speed. Detailed instructions may be given for new assignments, employees will be expected to exercise independent judgment in applying library policies and procedures to specific cases. This position is distinguished from Library Typists by the fact that the duties assigned require a higher level of responsibility and/ or supervision of other staff. Employees in this class are expected to train and supervise new employees and 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.

Operates a typewriter in the performance of the following:

Trains and supervises employees and student helpers in library clerical procedures;

Issues and reviews book, records and file material to library users;

Catalogs and processes new books and materials;

Orders books and periodicals, and maintains order files;

Supervises and provides assistance to library users as requested or needed;

Processes invoices for payments;

Maintains inventory and records of new books and periodicals, books and periodicals ordered, and gifts to the library;

Alphabetizes catalogs and shelf list cards;

Compiles library cards and answers routine correspondence;

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

Checks orders received for discrepancies;

Answers inquiries from students and faculty concerning library material;

Directs library users to proper location or section of library.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of the basic aims and services

of the library; ability to plan and supervise the work of others; ability to understand and follow oral and written directions; ability to write legibly; ability to type accurately at an acceptable rate of speed; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical library experience; **OR**
- B. Four (4) years experience involving performance of clerical library duties; **OR**
- C. An equivalent combination of training and experience as described in A and B above.

ULSTER COUNTY

6290 SR LIB TYP

Classification: Competitive

Grade: 9

Union: CSEA