

SENIOR LIBRARY CLERK (DCC)

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the performance of technical processing support functions in a library to assist the higher level administrative and professional staff. Employees will learn specific library support activities in order to assist in ordering of materials, cataloging, processing interlibrary loans and related technical library functions. The position would be expected to perform the following functions: entering and extracting information into a terminal in a variety of formats; gathering and compiling information through verbal, written and on-line inquiries; tracking a variety of records and price lists; file management and performing any work that may be required of a clerical title in a lower grade. This position differs from Library Clerk because the primary focus of that position is to serve patrons of the library directly. This position functions as support to library professional staff in the processing of technical activities necessary for the provision of library services.

Work is performed independently under prescribed guidelines, with unusual or precedent changing problems referred to the attention of the supervisor. This position may direct the work of aides, interns, temporary employees and other lower level employees.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level clerical support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Processes, within prescribed guidelines, interlibrary loans; receives requests and searches through other libraries' on-line holdings to determine where items can be found; may have to forward requests to Regional Council or to non-local libraries;
2. Receives and checks incoming interlibrary loan materials; completes paperwork and distributes to patron;
3. Processes requests for interlibrary loans from other institutions; checks out material and forwards to requesting institutions;
4. Provides pre-cataloging of library materials for librarians by searching on-line database for current cataloging information; runs printouts; edits for such things as publication dates, physical descriptions of items;
5. Processes, within prescribed guidelines, book and serial orders; checks current records to be sure material is not already in library or on order; calls different publishers and jobbers for best price; completes paperwork to order materials;
6. Verifies where serials are indexed before ordering to be sure they can be supported by library;
7. Submits claims to publisher for missing/unreceived serials; prepares backup material to support claims; determines when to write off claims;
8. Checks if new cataloging information in on-line database is correct by comparing to hard copy of original material;
9. Receives new microfilm and microfiche and checks to ensure material is in good condition;
10. Prepares variety of forms, cards, signs, letters, etc. using word processing;
11. Maintains paper and on-line versions of periodical lists;
12. May, in absence of Principal Library Clerk, oversee circulation and microfilm areas; respond to non-routine questions and resolve problems which occur.

SENIOR LIBRARY CLERK (DCC) (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of library support functions related to ordering, viewing and understanding cataloging records, interlibrary loan procedures, circulation and microfilm activities to process related paperwork;
Knowledge of automated on-line circulation and cataloging system to enter and retrieve information in a variety of formats;
Knowledge of software packages for word processing to produce memos and letters and database and spreadsheet management to compile and produce lists;
Knowledge of computational skills necessary to track and total costs and keep totals related to usage;
Knowledge of office practices necessary for dealing with patrons, vendors and the public, filing and retrieving information, and gathering and compiling information;
Skill in operating office equipment to produce work accurately and efficiently;
Ability to learn computer operations and appropriate software in order to enter and produce simple reports, lists, letters and signs and to access and retrieve holdings and cataloging records;
Ability to operate and perform minor maintenance on library equipment such as copiers, microform readers, printers, etc.;

Ability to interact with a variety of people for the purpose of exchanging information concerning programs;

Ability to organize, maintain and extrapolate information from records;

Personal characteristics necessary to perform the duties of the position;

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 years of full-time clerical work experience, two years of which involved automated record keeping or one year of which was in a library setting.

NOTE: College education may be substituted for work experience on a year-for-year basis (30 credits equal to one year) for the non-specific clerical work experience only.

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