

LIBRARY CLERK III

DISTINGUISHING FEATURES OF THE CLASS:

Employees in this class are required to have advanced knowledge of library clerical operations. Work is performed under general supervision with leeway allowed for the use of independent judgment in dealing with library routines, staff and users. Supervision is normally exercised over clerical employees. Incumbents may be required to assist in the performance of duties listed in subordinate classes.

TYPICAL WORK ACTIVITIES:

1. Supervises all library clerical employees; including planning, scheduling, reviewing and evaluating work;
2. Supervises the maintenance of files and records;
3. Resolves difficult clerical problems requiring the use of independent judgment;
4. Follows up on outstanding orders, checks new shipments against original orders and invoices, processes invoices and vouchers for payment; corresponds with vendors concerning returns, statements and incorrect orders;
5. Trains clerical personnel in new procedures and the use of new equipment;
6. Searches bibliographical information for ordering materials;
7. Maintains running accounts for library budget;
8. Operates office equipment;
9. Collects statistical information from a variety of sources and compiles figures for periodic reports;
10. Types correspondence, reports, cards, forms, labels and lists;
11. Maintains attendance records for clerical and professional staff;
12. Sorts and distributes mail;
13. Acts as receptionist;
14. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology procedures and equipment as applied to library clerical work; good knowledge of business English and arithmetic; working knowledge of the principles and practices of supervision; ability to type at an acceptable rate of speed and accuracy; ability to supervise the work of others; ability to maintain neat and legible records; ability to maintain satisfactory working relationships with others, including the public; ability to communicate effectively both orally and in writing; ability to make decisions; resourcefulness; initiative; patience; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Graduation from a regionally accredited or New York State registered four year college or university and one year of library clerical experience;
- OR: (B) Three years of library clerical experience;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENT:

Candidates must indicate ability to type, i.e. courses in typing or typing work experience.

AR0315

ADOPTED: 06/02/86

REVISED: 07/01/91