

LIBRARY CLERK II

DISTINGUISHING FEATURES OF THE CLASS:

This class of positions is involved in the performance of responsible library clerical duties. Detailed instructions may be given for new assignments; however, employees are expected to exercise independent judgment in applying library policies and procedures to specific cases. The class is distinguished from Library Clerk I by the fact that the duties assigned require a higher level of responsibility and/or supervision of other staff. Work is performed under general supervision.

TYPICAL WORK ACTIVITIES:

1. Checks books in and out and explains lending rules;
2. Assists patrons in the use of microfilm and microfiche readers and printers;
3. Computes fees, collects money, makes change, and issues receipts;
4. Maintains book, periodicals and microform records, including checking for duplicates and prices, ordering, contacting publishers and jobbers, checking invoices for accuracy and processing materials received;
5. Types and files cards, forms, labels, lists, and short memos;
6. Compiles data for statistical reports;
7. Assists in taking inventories of library materials;
8. May supervise employees performing circulation, processing, microform, and other clerical duties;
9. Operates and performs minor maintenance on microform readers, printers, photocopiers and other office machinery;
10. Provides assistance to library users and answers routine inquiries;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of office procedures, terminology and equipment as applied to library clerical work; good knowledge of business English and arithmetic; 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; 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) Completion of two years of study at a regionally accredited or NYS registered college or business school;
- OR: (B) One year of library clerical experience;
- OR: (C) Two years of general clerical experience.
- OR: (D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

LIBRARY CLERK II (Cont'd)

NOTE: Clerical work experience may be substituted on a year for year basis in lieu of a high school diploma up to a maximum of two (2) years.

SPECIAL REQUIREMENT:

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

AR0314

ADOPTED: 06/02/86

REVISED: 01/31/91

07/01/91