

SENIOR LIBRARY CLERK (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS:

Employees in this class have had prior training or experience in the performing of library clerical operations, or knowledge of them. This class differs from a Senior Library Clerk by virtue of the additional task of speaking, reading and writing vernacular Spanish. This position also differs from Library Clerk I (Spanish Speaking) as they will be the lead in conducting Spanish language programming and outreach. 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.

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.

REQUISITION OF MATERIAL:

1. Checks lists with catalog;
2. Searches for simple bibliographical data;
3. Checks order cards with holdings and outstanding orders;
4. Checks invoices;
5. Enters accession information;
6. Maintains check lists of serials.

CATALOGING AND CLASSIFICATION:

1. Orders Library of Congress cards;
2. Maintains the shelf list;
3. Lists added copies and new edition in English and Spanish;
4. Records withdrawals and reinstatements in English and Spanish;
5. Records transfers in English and Spanish;
6. Makes cards for added entries in English and Spanish.

REGISTRATION AND CIRCULATION:

1. Reserves library materials for readers both in English and Spanish;
2. Maintains interlibrary loan records;
3. Registers borrowers both in English and Spanish
4. Explains lending rules; in English and Spanish
5. Compiles data for statistical reports.
6. Leads and conducts library sponsored and cooperative agency programs for the Spanish speaking community in and out of the library;

SENIOR LIBRARY CLERK (SPANISH SPEAKING) (Cont'd)

TYPICAL WORK ACTIVITIES:(Cont'd)

PHYSICAL UPKEEP OF MATERIAL:

1. Treats for preservation;
2. Prepares material for binding;
3. Keeps bindery records.

CARE OF SHELVES AND FILES:

1. Revises shelving and filing.

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 speak, understand, read and write vernacular Spanish;

Ability to get along well with others;

Ability to supervise the work of others;

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.

SPECIAL REQUIREMENT:

1. Candidates must indicate keyboarding ability; i.e., courses in keyboarding or keyboarding work experience.
2. Candidates must be fluent in understanding, speaking and translating Spanish.

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ADOPTED: 02/15/2018