

## **SENIOR LIBRARY CLERK**

### **DISTINGUISHING FEATURES OF THE CLASS:**

Employees in this class have had prior training or experience in the performing of library clerical operations, or a knowledge of them. 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 editions;
4. Records withdrawals and reinstatements;
5. Records transfers;
6. Makes cards for added entries.

### **REGISTRATION AND CIRCULATION:**

1. Reserves library materials for readers;
2. Maintains interlibrary loan records;
3. Registers borrowers;
4. Explains lending rules;
5. Compiles data for statistical reports.

### **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.

**SENIOR LIBRARY CLERK** (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 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:**

Candidates must indicate keyboarding ability; i.e., courses in keyboarding or keyboarding work experience.

AR0321

ADOPTED:

REVISED:    05/15/75            09/13/79            12/20/02