

LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required; on the job training is provided. Work is performed under direct supervision of higher level clerks or librarians. May supervise pages and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Arranges or files materials according to library filing rules;
Performs routine searches of and updates to computer records;
Issues borrowers cards according to library procedures;
Performs routine circulation, reserve and overdue functions;
Makes and checks routine arithmetic computations;
Operates office machinery such as photocopiers, fax machines or computers;
Answers the telephone and takes messages;
Calls patrons to deliver messages or information on library materials;
Types cards, lists, labels, or short entries on forms.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment as applied to library clerical work;
Working knowledge of business arithmetic;
Working knowledge of library filing and shelving rules;
Ability to understand and follow oral and written instructions;
Ability to operate an alphanumeric keyboard such as a typewriter, terminal or personal computer accurately—skilled typing is not necessary;
Tact and courtesy in dealing with staff and public.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

FOREGOING SPECIFICATION FOR LIBRARY CLERK ADOPTED BY THE PORT JERVIS CIVIL SERVICE COMMISSION AT A MEETING HELD ON JUNE 11, 1998 AND SUPERCEDES SPECIFICATIONS DATED FEBRUARY 26, 1977.

REV. 6/11/98
2/26/77

Barbara J. Hamilton
CS Commission Secretary