

SENIOR LIBRARY CLERK

General Statement of Duties: Performs library clerical operations requiring prior training or knowledge. May supervise one or more subordinate clerical employees; does related work as required.

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.

Examples of Work: (Illustrative only)

When Assigned to:

Acquisition of Material:

Checks lists with catalog; Searches for simple bibliographical data;
Checks order cards with holdings and outstanding orders; Checks invoices;
Enters accession information; Maintains checklists of serials.

Cataloging and Classification:

Orders Library of Congress cards; Maintains the shelf list;
Lists added copies and new editions; Records withdrawals and reinstatements;
Records transfers; Makes cards for added entries.

Registration and Circulation:

Reserves library materials for readers; Maintains inter-library loan records;
Registers borrowers; Explains lending rules; Compiles data for statistical reports.

Physical Upkeep of Material:

Treats for preservation; Prepares material for binding; Keeps bindery records.

Care of Shelves and Files:

Revises shelving and filing.

Required Knowledges, Skills, and Abilities: Good knowledge of office terminology, procedures and equipment as applied to library clerical work; ability to understand and carry out directions; ability to supervise the work of others; accuracy; industry; mental and physical alertness; neatness; tact; willingness to follow a prescribed routine; ability to get along well with others; aptitude for library work; interest in library work; good physical condition.

Acceptable Experience and Training:

Graduation from a standard senior high school and one of the following:

- (A) one year of library clerical experience; or
- (B) two years of college; or
- (C) four years of general clerical experience; or
- (D) any equivalent combination of experience and training sufficient to indicate ability to do the work.

Competitive Class for full-time

Non-Competitive Class for part-time