

SENIOR LIBRARY CLERK TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves performing moderately complex library clerical operations requiring previous library training or knowledge of library techniques. The position involves substantial public contact, assisting patrons with both use of the library collection and general policies and procedures of the library. This class is distinguished from Library Clerk in that tasks performed are more complex, greater independence is exercised and supervision may be exercised over a small staff. Considerable amounts of time operating an alpha numeric keyboard is typical. Work is performed under the direct supervision of a Librarian or Principal Library Clerk. Supervision may be exercised over a small number of Library Clerks, Pages, student assistants and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides information to the public at the circulation desk on library policies and procedures;
Provides guidance to patrons on the use of the library collection;
Searches for simple bibliographical data using standard sources, card catalog, etc.;
Helps patrons/students with computer related problems, such as questions on CD-Rom and internet;
Maintains library reserve collection; Maintains records of added copies and volumes;
Reviews filing and other work of lower-level clerical employees;
Maintains departmental work schedules;
Assists in inventories;
Compiles data for statistical reports;
Performs registrations and circulation activities on computer terminal;
Maintains acquisition and/or accession files and lists;
Supervises bindery and repair operations;
Under the supervision of a librarian, determines the suitability of and processes gift books and other donated library materials for addition to the collections;
Maintains correspondence with and notifies requestors about the status of items ordered when received, backordered, or cancelled;
Operates an alphanumeric keyboard to produce correspondence, reports and library documentation;
Enters and retrieves information using a computer terminal;
Maintains inter-library loan activities on computerized records;
Inspects returned library material for damage;
Verifies due date and computes and receives overdue fines;
Issues borrowers identification card according to established procedures and explains lending rules;
Supervises and assigns work to Library Clerks and Pages;
Under supervision of Librarian, enters bibliographic data on computer terminal;
Prepares library material for circulation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment as applied to library clerical work;
Good knowledge of business arithmetic and English;
Working knowledge of library services and practices;
Ability to support appropriate computer software used in the library environment, which includes internet browsers, office automation (word processing, spreadsheet, graphics, database) and multi-media software such as PowerPoint;
Ability to understand and carry out oral and written instructions;
Ability to deal in a personable and friendly manner with the public;
Ability to plan and supervise the work of others;
Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed;
Ability to perform close, detail work involving considerable visual effort and strain;
Clerical aptitude;
Tact and courtesy;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and one year of library clerical experience.

NOTE: Candidates who successfully complete the written examination will be required to pass a typing performance test at a rate of 35 words per minute in order to be placed on the eligible list for this title.

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COMPETITIVE