

LIBRARY TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the performance of standardized clerical tasks. Although detailed instructions are given for new assignments, and practices are usually definitely fixed, employees must be able to exercise independent judgement in applying instructions to specific cases. Employees in this class may train and supervise student helpers in library clerical routines. A Library Typist does related work as required.

TYPICAL WORK ACTIVITIES:

- Maintains records of all items loaned from library center;
- Maintains records of all books and periodicals;
- Under supervision, classifies and records all new material;
- Checks incoming shipments and makes necessary returns;
- Maintains a current catalog of library materials;
- Keeps monthly inventory of new books, books ordered, and gifts to the library;
- Compiles library cards and answers routine correspondence;
- Maintains files on books on order, standing book orders, periodicals, bound periodicals shelf list of holdings, and storage room holdings, etc.;
- Types, processes, indexes, sorts, records, and files a variety of control records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures, equipment, business arithmetic, and English; ability to understand and follow simple oral and written directions; ability to write legible; ability to accurately operate an alpha-numeric keyboard, however, speed is not a significant factor; ability to get along well with others; clerical aptitude; mental alertness; tact and courtesy.

MINIMUM QUALIFICATIONS:

A) Graduation from high school or possession of a high school equivalency diploma;

OR

B.) One year of clerical experience.

CATTARAUGUS COUNTY CIVIL SERVICE

Revised: 6/24/80; 10/10/19