

PRINCIPAL LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves performance of specialized clerical work. Advanced knowledge of library clerical operations is required. This class differs from that of Senior Library Clerk in that there is a greater degree of independent judgement and decision making. Work is performed under the general supervision of a Librarian, with discretion for planning and carrying out assignments. Supervision is exercised over Library Clerks, Pages, and volunteers. A Principal Library Clerk does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises and performs complex clerical library functions (e.g. serial ordering and record maintenance, cataloging from bibliographic copy);
- Troubleshoots difficult clerical problems involving independent judgement;
- Compiles statistical reports for budget, circulation, and attendance;
- Maintains divisional/department records such as time worked on computer or printed files;
- Provides information to the public on library policies and procedures;
- Assigns and reviews work of subordinate staff and creates work schedules;
- Performs routine searches of and updates to computer records;
- Performs routine circulation, reserve and overdue functions;
- Operates office machinery such as photocopiers or fax machines;
- Calls patrons to deliver messages or information on library materials;
- Types cards, lists, labels, or short entries on forms.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment as applied to library clerical work; good knowledge of library services and practices; good knowledge of handling and using library materials and equipment; good knowledge of library filing and shelving rules; working knowledge of business arithmetic; ability to express oneself clearly and concisely in written and oral English; ability to understand and follow complex oral and written instructions; ability to operate an alphanumeric keyboard such as a typewriter, terminal, or personal computer accurately; ability to plan, coordinate and supervise the work of others; tact and courtesy in dealing with staff and public; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three years of library clerical experience.

NOTE: College credit may be substituted for a maximum of one year of clerical experience. 30 semester credit hours from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices equals one year; fewer hours may be substituted on a pro-rated basis.

Revised: 01/11/2016