

LIBRARY CLERK

LOCATION: Tioga County School Districts
CLASSIFICATION: Competitive (F/T), Non-Competitive (P/T)
SALARY: Varies by location
ADOPTED: Revised 7/97; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This work is routine in nature and involves the performance of simple clerical tasks necessary for the proper organization and distribution of library materials. Procedures are generally standardized with detailed instructions given for new or difficult assignments. The work is performed under the direct supervision of a higher-level clerical employee or a teacher. Supervision may be exercised over the work of student assistants or volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Arranges, sorts and files book cards in the card catalog;
- Prepares library materials such as periodicals, books and audio visual material for user service;
- Returns materials to publishers and dealers;
- Files invoices and opens and collates new library materials;
- Pastes book plates, pockets and date slips in books;
- Types cards, letters and labels;
- Maintains and reinforces library materials, including recovering and cleaning books;
- Issues, renews and receives library materials;
- Processes borrower registration cards, including receiving and recording money and explaining lending rules;
- Processes overdue books by calling patrons, sending reminders, bills, etc.;
- Operates library equipment such as photocopies, microfilm/fiche and computers;
- Provides information to the public on library policies and procedures;
- Locates or answers questions from patrons on how to locate library materials;
- Answers telephone and takes messages;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Some knowledge of office terminology, procedures and equipment; reasonable knowledge of business arithmetic and English; ability to understand and follow simple oral and written instructions; ability to get along well with others; ability to write legibly; ability to operate a typewriter or personal computer; clerical aptitude; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a general equivalency diploma OR any equivalent combination of training and experience to indicate the ability to do the work.