



## **LIBRARY CLERKS**

Jurisdiction Class: Competitive (Full-Time)  
Non-competitive (Part-time)  
Civil Division: Penn Yan Public Library  
All School Districts  
Revised by YCCSC: 4/3/97  
Revised by YCCSC: 6/3/98  
Revised by PO: 9/6/17

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required; on the job training is provided. Depending on location, work is performed under direct supervision of the School Principal or other administrator or higher level clerks or Librarians. May supervise pages and volunteers. Does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Assists students and staff in locating and using library materials;  
Assists students and staff with audio-visual and other media materials;  
Arranges or files materials according to library filing rules;  
Performs routine searches of and updates computer records;  
Issues borrowers cards according to library procedures;  
Performs routine circulation, reserve and overdue functions;  
Makes and checks routine arithmetic computations;  
Operates office machinery such as photocopiers, fax machines or computers;  
Answers the telephone and takes messages;  
Calls patrons to deliver messages or information on library materials;  
Types card, lists, labels, or short entries on forms;  
Performs other duties as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of office terminology, procedures and equipment as applied to library clerical work;  
Working knowledge of business arithmetic;  
Working knowledge of library filing and shelving rules;  
Ability to understand and follow oral and written instructions;  
Ability to operate an alphanumeric keyboard such as a typewriter, terminal or personal computer;  
Tact and courtesy in dealing with students, staff and the public;  
Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- a) Graduation from high school or possession of a high school equivalency diploma; OR
- b) Two years of clerical experience.