

SENIOR LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of moderately complex library clerical tasks and assisting patrons with both use of the library collection and general policies/procedures of the library. This class requires a greater degree of autonomy than Library Clerk, moderate job complexity and supervisory responsibility. Work is performed under general supervision of a higher level Clerk or a Librarian. Supervision is exercised over Library Clerks and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Provides information to the public on library policies and procedures; Reviews filing and other work of clerks; Maintains departmental work schedules and compiles data for statistical reports; Maintains inter-library loan records; Inspects returned library material for damage; Assigns and reviews work of subordinate staff; Arranges or files materials according to library filing rules; Performs routine searches of and updates to computer records; Issues borrower cards according to library procedures; Performs routine circulation, reserve and overdue functions; Makes and checks routine arithmetic computations; Operates office machines such as photocopiers or fax machines; Answers telephone and takes messages; Calls patrons to deliver messages or information on library materials; Types cards, lists, labels or short entries on forms or computers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of library services and practices; Working knowledge of business arithmetic; Good knowledge of office terminology, procedures and equipment as applied to library clerical work; Good knowledge of library filing and shelving rules; Ability to understand and follow oral and written instructions; Ability to plan, coordinate and supervise the work of others; Ability to operate an alphanumeric keyboard such as a typewriter, terminal or personal computer accurately - a qualified typist is not necessary; Tact and courtesy in dealing with staff and 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, and
- B. One year of library clerical experience.

Adopted 11/27/90

Revised 7/27/95

Reviewed 3/3/99; 2/27/18; 1/17/25; 2/14/25