

## **Library Clerk Tompkins County**

**Department:** Various Agencies Throughout Tompkins County

**Classification:** Competitive

**Labor Grade:** Tompkins County grade of 4, TC3 grade of B

**Approved:** 1

**Revised:** 12/81; 3/82; 2/90; 3/91; 5/9; 12/04; 11/13

**By:** HH, Commissioner of Personnel

**MINIMUM QUALIFICATIONS: No later than the final filing date announced, the applicant must demonstrate -**

- (a) Graduation from high school or possession of a high school equivalency diploma; **OR**
- (b) Two years of clerical experience; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a class of positions involving the performance of routine and standardized clerical tasks. Although detailed instructions are given for new assignments, and practices are rather definitely fixed, employees must be able to exercise independent judgment in applying them to specific cases. In some libraries, Library Clerks use computer terminals in the performance of the duties. This use is limited to the input or retrieval of information and does not involve data processing or computer programming. (The use, or non-use, of the computer terminals does not affect the essential nature of this class, which is the performance of routine library-clerical duties.) The work *may* be reviewed by immediate observation, by checking completed work, by periodic or spot checks, or by requiring cross-checking by clerks. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative. Activities are not necessarily limited to this list)

Issues, renews and receives library materials;  
Receives, check in and sorts returned materials;  
Shelves returned materials;  
Works with volunteers assigned to area  
Opens, sorts and collates library materials;  
Pastes book plates, pockets and date slips in books;  
Adds marks of ownership to books and other materials;  
Shellacs, reinforces, repairs, cleans, and puts covers on library materials;  
Sorts and files book cards, microfilm, microfiche, invoices and other materials;  
Returns materials to publishers and dealers;  
Letters and labels library materials;  
Sets up registration or circulation desk;  
Inspects audio-visual materials;  
Counts and records statistics;  
Receives and records money;  
Issues overdue notices;  
Requests inter-library loans and fills inter-library loan requests;  
Types forms, cards, labels and other materials not requiring a proficient typist;  
Gives directional information to readers;  
Assists in taking inventories.

**FOR TOMPKINS COUNTY PUBLIC LIBRARY ONLY:**

May pick up and deliver books and other library materials to reading centers.  
May assist in routine downloading of ebooks to devices; checked devices out via circulation system to patrons and checks devices upon return; places devices in charging carts; refers more complex technology problems to supervisors.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of office terminology, procedures and equipment;

Working knowledge of business arithmetic and English;

Ability to understand and follow simple oral and written directions;

Interpersonal and communication skills and ability to work with a diverse population at a busy public services desk;

Ability to write legibly;

Ability to work with automated systems via computers and automated selfcheck machines in the performance of the duties;

Clerical aptitude;

Mental alertness; neatness of appearance; tact and courtesy; physical condition commensurate with the position.

Originally Created 01/01/1969

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