

Senior Library Clerk Tompkins County

Department: Various Agencies Throughout Tompkins County

Classification: Competitive

Labor Grade: H (8) for Tompkins County, F for TC3

Approved: January 1, 1969

Revised: 2/75; 3/82; 11/88; 5/91; 1/02; 3/02; 9/15

By: HH, Commissioner of Personnel

Minimum Qualifications: No later than the final filing date, the candidate must possess:

(a) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full time paid (or the equivalent part-time and/or volunteer) library clerical experience which includes experience in computerized library operations; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full time paid (or the equivalent part-time and/or volunteer) experience utilizing computer software applications to perform account clerical duties in an office setting; **OR**

(c) Any combination of training and experience equal to, or greater than, that specified in (a) or (b) above.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves moderately complex library clerical work entailing a wide variety of data processing and clerical tasks that require previous library training or knowledge of library techniques, computer skills, and customer service skills. This class is distinguished from Library Clerks by the complexity of tasks, the responsibility for acting as a lead worker, and the exercise of independent judgment in selecting the best of a number of prescribed alternatives regarding clerical operations or interpretation of library policies. The work is performed under the direct supervision of a professional Librarian, or other supervisory personnel. Incumbents may direct, review and supervise the work of subordinate clerical staff including but not limited to Library Clerks, Pages and volunteers. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Edits and enters bibliographic data into the library computer catalog;
- Enters registrations and circulation reports on a computer;
- Performs bibliographic searches using standard sources such as printed resources, the library computer catalog and online databases;
- Performs daily tasks such as ordering, receiving, and invoicing;
- Performs computer database support tasks such as creating codes and fund accounts and session defaults;
- Performs ongoing computer database maintenance tasks such as deleting old orders and producing reports;
- Prepares library materials for circulation;
- Operates calculator, library public access catalog, computer, printer, photocopy machine, fax machine and other office equipment;
- Compiles data for statistical reports;
- Maintains departmental work schedules;
- Assists in inventories;
- Instructs staff in specialized clerical work of unit;
- Assigns work to Library Clerks, Pages, and volunteers and reviews their work;
- Provides information to the public on library policies and procedures;
- May provide guidance to patrons on the use of the library collection;
- Maintains inter-library loan records;
- Maintains the library reserve collection;
- Processes accounts for lost and damaged items;
- Depending upon the location of the position may record identifying data and due date on cards to issue library materials to patrons;

- Inspects returned library material for damage;
- Verifies due dates, computes and receives overdue fines;
- Issues borrowers identification cards according to established procedures and explains the lending rules to patrons;
- Maintains an inventory of library and office supplies;
- Prepares instruction manuals for pages and volunteers.

Additional work activities specific to the Tompkins County Public Library as assigned:

- Maintains collection agency accounts;
- Reviews a variety of documents such as claim forms, vouchers, bills and purchase orders to determine eligibility for payment made or received according to defined procedures and policies;
- Processes claims, verifies accuracy of billing, researches bills and authorizes payment of outstanding bills;
- Files and maintains records pertaining to processing of invoices, vouchers, bills, memoranda, and correspondence.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of library services and practices;
- Good knowledge of office terminology, procedures and equipment;
- Working knowledge of the principles of supervision;
- Working knowledge of basic arithmetic functions of addition, subtraction, multiplication, and division;
- Working knowledge of the fundamentals of computers, computer databases, and peripheral equipment;
- Working knowledge of keeping and checking financial records and accounts is required at the TCPL;
- Basic ability to operate an alphanumeric computer keyboard (speed is not critical);
- Ability to prepare narrative or tabular material using a computer and appropriate software is required at the TCPL;
- Ability to perform close detail work involving considerable visual effort and strain;
- Ability to understand and carry out oral and written instructions;
- Ability to articulate ideas and information effectively;
- Ability to work effectively with other staff;
- Accuracy, integrity, and good judgment are required;
- The physical and mental condition of the employee shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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