

## **GENESEE COUNTY**

### **LIBRARY CLERK (HELP Program)**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves 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. Work is performed under direct supervision of higher level clerks or Librarians. May supervise pages and volunteers. Does related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

Arranges or files materials according to library filing rules;  
Performs routine searches of and updates of 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 cards, lists, labels, or short entries on forms.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR 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 accurately--skilled typing is not necessary; tact and courtesy in dealing with staff and public; physical condition commensurate with the demands of the job.

#### **MINIMUM QUALIFICATIONS:**

- A. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education.

**OR:**

- B. One (1) year of clerical experience

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-competitive Class  
Adopted 4/15/25