

GENESEE COUNTY

SENIOR LIBRARY CLERK (HELP Program)

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, Pages and Volunteers. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Provides information to the public on library policies and procedures;
Reviews filing and other work of pages and clerks;
Maintains departmental work schedules and compiles data for statistical reports;
Maintains interlibrary 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 machinery such as photocopiers or fax machines;
Answers the telephone, takes messages;
Calls patrons to deliver messages or information on library materials;
Types cards, lists, labels, or short entries on forms or computers.
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 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-skilled typing is not necessary; tact and courtesy in dealing with staff and public.

MINIMUM QUALIFICATIONS:

EITHER:

- A. Possession of an Associate's Degree or higher in Business Administration or Secretarial Science;

OR:

- B. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education and two (2) years of full-time, paid general clerical experience;

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Page 2

MINIMUM QUALIFICATIONS, Cont'd:

OR:

- C. Any equivalent combination of training and experience indicating the ability to perform the duties of the job.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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
Adopted 11/27/24