HERKIMER COUNTY

LIBRARY CLERK

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 staff or Librarians. May supervise pages and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
- Arranges or files materials according to library filing rules;
- Performs routine searches of and updates to 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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND 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 position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.