

NEWBURGH ENLARGED CITY SCHOOL DISTRICT
DATE AMENDED: February 11, 2004

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 clerks or librarians. May supervise pages and volunteers. Does related work as required.

EXAMPLES OF WORK: 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 AND ABILITIES:

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 the public.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma .