

LIBRARY CLERK-TYPIST I

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work which involves the electronic and/or manual processing of library materials and records. The work includes, but is not limited to, typing, filing catalog cards according to American Library Association rules, shelving library materials according to the Dewey Decimal System or the Library of Congress classification, assisting patrons by answering basic questions about how to locate materials, etc. The senior level clerical duties of this position require an understanding of library terminology, application of library practices and principles and the use of judgment in handling a variety of clerical duties. The work differs from Library Clerk I in that this position requires a skilled typist. The work is performed in accordance with prescribed procedure under the supervision of a professional librarian or higher level clerical employee. Work orientation and direction may be exercised over lower level clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Processes acquisitions, such as new and gift books, reference books, periodicals, etc., by assigning accession number or bar code sticker;

Records accession number or scans bar code data into the system, and corrects computer and/or manual records as needed;

Files preprinted catalog cards and shelves books in accordance with prescribed procedures and rules;

Types sets of catalog cards, using cataloging information provided by the librarian;

Types purchase orders for supplies, books, repairs to books, etc.;

Types notices, labels, envelopes, lists, bibliographies, form letters, etc.;

Assists patrons by handing out periodicals, demonstrating how to use basic reference tools such as the Reader's Guide, the Encyclopedia, and the Newspaper Index; directing them to shelves; etc.;

Checks materials in and out of the library, processes reserve slips and collects fines;

Receives requests for inter-library loans, types citation information which is provided by the librarian, follows up as required;

Answers the telephone, takes messages and responds to routine inquiries;

Calls patrons to deliver messages or give information about library materials;

Inspects returned library materials for damage;

Keeps records of the movement of library materials and maintains appropriate files;

Compiles data for reports on library usage, circulation, holdings, etc.;

Disposes of obsolete materials in accordance with established procedures;

Operates a variety of office machines such as photocopier, calculator, computer for data entry, word processing, etc.;

May orient employees on library procedures and routines;

May give work direction to lower level clerical employees;

May treat materials for preservation and prepare materials for binding.

(over)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment as they apply to library clerical work; good knowledge of library filing and shelving procedures and rules; good knowledge of reference sources commonly used in library clerical support work; working knowledge of business arithmetic; working knowledge of library services and practices; ability to type at a rate of forty (40) words per minute*; ability to understand and carry out moderately difficult oral and written instructions; ability to keep records and compile data for reports; ability to train and direct others in clerical/manual procedures; ability to deal with others in a tactful and courteous manner.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of clerical experience; one (1) year of which must have been library clerical work.

NOTE: Additional qualifying experience or academic, technical or vocational training may be substituted for schooling on a year-for-year basis. Post high school education may be substituted for the one (1) year of general clerical experience on a year-for-year basis.

*To be demonstrated during the probationary term.