

LIBRARY CLERK-TYPIST II

DISTINGUISHING FEATURES OF THE CLASS: This is a high order of clerical work which involves a responsibility for processing library materials and the related paper work flow of a library, to include personal typing duties, as well as other related activities. The clerical processing duties, which distinguish this third level title in the clerical line, involve the integration of a variety of data containing a number of variables into a coherent whole, and service as a troubleshooter within established general criteria. The work is similar to that of Principle Clerk-Typist except that it is concerned with those library clerical operations which require an understanding of technical library terms and practices and is distinguished from a Library Clerk I by having either more or higher level responsibilities. Typing is an integral part of the job. The work is performed in accordance with prescribed or general procedure, usually under the supervision of the Library Director. Work orientation and direction exercised over lower level clerical employees includes job procedure training, work scheduling and staff assignments. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates library clerical processing functions including acquisitioning and/or circulation and involving considerable internal and external communication by letter, telephone or in person;

Integrates data relating to a variety of processes and procedures and instructs employees in their use;

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

Prepares and coordinates a variety of reports and statistical data;

Answers routine correspondence and composes letters for official signature;

Reviews data for completeness, accuracy and conformity with established procedure and answers difficult questions related thereto;

Maintains and/or coordinates the maintenance of related office files and records;

Orients, trains, schedules and assigns clerical assistants to library clerical routines;

Types notices, bibliographies, lists, order forms, labels, cards and reports;

May type general correspondence and newsletters;

May operate a variety of office machines in the performance of clerical work, such as photocopy, calculator, data entry, word processing, micro computer, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of terminology, materials, equipment, techniques, procedures and reference sources commonly used in library clerical support work; good knowledge of procedures to file materials according to the American Library Association rules; working knowledge of supervisory techniques and administrative principles and practices; ability to coordinate and implement new and revised sub-processes and procedures; ability to prepare correspondence and reports from general instructions; ability to carry out difficult oral and written instructions; ability to type at a rate of 40 words per minute*; good organizational and conceptual abilities; ability to function with precision within a structured situation; ability to deal with the public.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of clerical experience, one (1) year of which must have been library clerical work and one (1) year of which must have involved supervisory duties.

(over)

NOTE: Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis. Post high school education may be substituted for two (2) years of the general clerical experience on a year-for-year basis.

PROMOTION: One (1) year of permanent competitive class status as a Library Clerk-Typist I.

*To be demonstrated during the probationary period.