

## SENIOR LIBRARY CLERK

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, Page and Volunteers. Does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative Only)

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.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment as applied to library clerical work;  
Good knowledge of library filing and shelving rules;  
Working knowledge of library services and practices;  
Working knowledge of business arithmetic;  
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;  
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one year of library clerical experience.