

DEPARTMENT: NORTH TONAWANDA LIBRARY
CLASSIFICATION: COMPETITIVE
APPROVED: 12/17/98

LIBRARY CLERK TYPIST
(North Tonawanda)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for 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 Library Clerks or Librarians. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Performs routine searches of and updates computer records;
2. Issues borrowers cards according to library procedures;
3. Performs routine circulation, reserve and overdue functions;
4. Makes and checks routine arithmetic computations;
5. Operates office machinery such as photocopiers, fax machines or computers;
6. Answers the telephone and takes messages;
7. Calls patrons to deliver messages or information on library materials;
8. Types cards, lists, labels, or short entries on forms.

FULLPERFORMANCE 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.

MINIMUMQUALIFICATIONS:

Graduation from high school or possession of a New York State Equivalency Diploma.

SPECIAL REQUIREMENT: Candidates must qualify on the Data Base Clerk performance test.