

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

PRINCIPAL LIBRARY CLERK TYPIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves performance of specialized clerical work. Advanced knowledge of library clerical operations is required. This class differs from that of Senior Library Clerk typist in that there is a greater degree of independent judgment and decision making. Work is performed under the general supervision of a Librarian, with discretion for planning and carrying out assignments. Supervision is exercised over Library Clerk, Pages, and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

1. Supervises and performs complex clerical library functions (e.g. serial ordering and record maintenance, cataloging from bibliographic copy);
2. Troubleshoots difficult clerical problems involving independent judgment;
3. Compiles statistical reports for budget, circulation, and attendance;
4. Maintains divisional/department records such as time worked on computer or printed files;
5. Provides information to the public on library policies and procedures;
6. Assigns and reviews work of subordinate staff and creates work schedules;
7. Performs routine searches of and updates to computer records;
8. Performs routine circulation, reserve and overdue functions;
9. Operates office machinery such as photocopiers or fax machines;
10. Calls patrons to deliver messages or information on library material;
11. Types cards, lists, labels, or short entries on forms;
12. Types correspondence, policy statements, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment as applied to library clerical work; good knowledge of library services and practices; good knowledge of handling and using library materials and equipment; good knowledge of library filing and shelving rules; working knowledge of business arithmetic; ability to express oneself clearly and concisely in written and oral English; ability to understand and follow complex oral and written instructions; ability to operate an alphanumeric keyboard such as a typewriter, terminal, or personal computer accurately; ability to plan, coordinate and supervise the work of others; tact, courtesy in dealing with staff and public; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

OPEN COMPETITIVE: Graduation from high school or possession of a New York State Equivalency Diploma;

AND: 1. Three (3) years of library clerical experience;

OR: 2. Completion of 30 semester credit hours from a regionally accredited college or university accredited by the New York State board of Regents and two (2) years of library clerical experience.

PROMOTIONAL QUALIFICATIONS:

One (1) year of permanent competitive status as a Senior Library Clerk Typist or two (2) years of permanent competitive status as a Library Clerk Typist in the North Tonawanda Library

NOTE: Must be able to type at the rate of 35 words per minute.

Part-time experience will be pro-rated toward meeting full-time experience requirements.