

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: LIBRARY CLERK-TYPIST

TITLE #: 1391

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of typing and clerical tasks of a routine nature requiring no prior knowledge of library techniques. Work is performed in accordance with established procedures with detailed instructions given for new assignments. Supervision is received from professional staff and/or higher level clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Issues, renews and receives library materials such as books, pictures, cards, slides and microfilms;

Locates library materials for loan;

Performs routine circulation, reserve, and overdue functions;

Operates standard office equipment such as photocopiers, fax, typewriters, and computers;

Shelves new and returned books according to identification numbers;

May collect fines and fees;

Sorts and files book cards;

Inspects audio-visual materials;

Counts and records statistics;

Files registration cards;

Gives directional information;

Returns materials to publishers and dealers;

Files invoices and other order forms;

Pastes book plates, pockets and date slips in books;

Letters and labels library materials;

Covers library materials;

Assists in taking inventories;

Repairs library materials and class books;

Arranges book displays and exhibits;

Utilizes either keyboard or typewriter to type various materials related to the operations of the library;

Types reports as requested by the District Office or State Education Department;

Completes special projects as requested by the District Office or State Education Department.

WHEN ASSIGNED TO A SCHOOL LIBRARY:

Assists Librarian with classes and students in the use of library materials and in choosing books appropriate to their reading and age levels.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of business arithmetic and English; working knowledge of library filing and shelving procedures; working knowledge of office terminology, procedures and equipment; ability to understand and follow simple oral and written directions; ability to keyboard at a rate of 35 words per minute; ability to get along well with others; ability to write legibly; clerical aptitude; tact and courtesy in dealing with staff and public; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None are required.

NOTE: A keyboarding test to show proficiency at 35 words per minute will be required.

JURISDICTIONAL CLASSIFICATION: Competitive; Non-competitive when part time among Towns, Villages, and Special Districts.

REVISED: 01/16/18 dc