

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

CLASS TITLE: SENIOR LIBRARY CLERK

TITLE #: 1587

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for specialized clerical tasks requiring prior experience in a library setting. This class differs from that of Library Clerk by virtue of the degree of difficulty of work being performed and the increased level of responsibilities. Work is performed under general supervision with leeway allowed for independent action in routine procedures. Supervision may be exercised over subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Checks lists against catalog, checks order cards with holdings and outstanding orders, checks invoices;

Performs searches for simple bibliographic data;

Enters accession information;

Maintains check lists of serials, interlibrary loan records and the shelf list;

Reserves library material for readers, registers borrowers and explains lending rules;

May collect fines and fees;

Compiles data for statistical reports;

Orders Library of Congress cards;

Lists added copies and new editions and makes cards for added entries;

Records withdrawals, reinstatements and transfers;

Treats material for preservation, prepares material for binding, keeps bindery records.

Revises shelving and filing.

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 clerical operations; ability to understand and carry out directions; accuracy; tact; willingness to follow a prescribed routine; ability to establish good working relationships; ability to oversee the work of others; aptitude for library work; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of library clerical experience.

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

REVISED: 01/16/18 dc