

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

CLASS TITLE: SENIOR LIBRARY CLERK-TYPIST

TITLE #: 1588

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of clerical library duties. Incumbents in this class work under immediate supervision only when beginning new procedures. Incumbents may be required to train and supervise one or more clerical employees who have no prior experience or training in library routines. Does related work as required.

TYPICAL WORK ACTIVITIES:

Types reports and materials related to the operation of the library;

Maintains departmental bookkeeping and payroll records;

Checks invoices;

May collect fines and fees;

Performs and may supervise employees in circulation and registration duties;

Compiles data for statistical reports;

Maintains inter-library loan records;

Assists in inventories;

Prepares library exhibits and displays;

Completes special projects as assigned;

Assists administrative officer as required;

May use automated circulation system to check materials in and out of the library and retrieve information for patrons and library staff;

May distribute and handle items and requests involving the inter-library loan program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures, and equipment as applied to library clerical work; working knowledge of business arithmetic; ability to understand and carry out directions; ability to supervise the work of others; accuracy; mental alertness and physical stamina; neatness; tact; willingness to follow a prescribed routine; ability to get along well with others; aptitude for library work; interest in library work; ability to type from clear copy or rough draft at a reasonable rate of speed; physical condition commensurate with demands of position.

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

NOTE: 60 credit hours from a regionally accredited or NYS registered college or university may be substituted for one (1) year of library clerical experience.

NOTE: A qualifying typing performance test of 35 wpm will be required.

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 01/17/18 dc