

LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent in this class performs routine clerical library work at the Albany Public Library. Work is primarily routine in nature and involves standard clerical tasks in support of the operation of the library. Work involves using automated office systems. Supervision is not a requirement of this position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Opens and sorts library materials;
- Enters and retrieves information in an automated information system; and point of sale systems;
- Prepares invoices and other order forms, and files cards;
- Assists in maintaining an adequate inventory of books and supplies;
- Prepares material for addition to Library's collection and for shelving;
- Labels library materials in accordance with established procedures;
- Issues and mails overdue notices;
- Secures special books and other library materials as requested;
- Repairs library materials;
- Provides information to readers and library users and assists them in the use of the automated library system and audio-visual equipment;
- May set-up audio-visual equipment and provide support during library programs;
- Distributes books, periodicals, media, etc., at the circulation desk;
- Performs stack maintenance;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of office terminology, procedures, personal computers and office equipment;
- Ability to understand and follow simple oral and written directions;
- Ability to perform simple arithmetic computations;
- Ability to work well with others;
- Ability to write legibly;
- Ability to assist others in the use of library facilities, including automated systems;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a high school or equivalency diploma and either:

A) One (1) year of general clerical experience after graduation; **OR**

(B) Six (6) months of customer service or retail experience; **OR**

(C) Satisfactory completion of 30 credits* at a recognized college or business school;
OR

(D) A satisfactory equivalent combination of training and experience as defined by the limits of (A) and (C) above.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary degree-granting institution.