

LIBRARY CLERK

MINIMUM QUALIFICATIONS: Graduation from high school, or higher, or possession of a high school equivalency diploma.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required; on the job training is provided. Work is performed under direct supervision of higher-level staff or Librarians. While supervision is not a function of this title, guidance and instruction may be provided to Library Pages or volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Arranges or filing materials according to library filing rules;
Performs routine searches of and updates to computer programs;
Issues borrowers' cards according to library procedures;
Performs routine circulation, reserve, and overdue functions;
Oversees the sorting and shelving of library materials;
Makes and checks routine arithmetic computations;
Operates office equipment such as photocopiers, fax machine or computers;
Answers the telephone and takes messages;
Calls patrons to deliver messages or information on library materials;
Types cards, lists, labels, or short entries on forms.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Working knowledge of office terminology, procedures and equipment as applied to library clerical work; working knowledge of business arithmetic; working knowledge of library filing and shelving rules; ability to understand and follow oral and written instructions; ability to operate a personal computer and utilize common office software programs; ability to get along well with others; tact and courtesy in dealing with staff and public; physical abilities commensurate with the demands of the position.

REVISED: 9/29/98; 11/8/19; 12/18/19; 11/25/22

CIVIL SERVICE CLASSIFICATION: FULL-TIME – COMPETITIVE

PART-TIME (TOWNS) – NON-COMPETITIVE

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES