



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title:	LIBRARY CLERK
Jurisdictional Class:	Competitive
Civil Division:	Cayuga Community College
Adoption: CSM	12/01/1978
Revised: CSM	05/10/2000

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. May assist in the supervision of work/study students assigned to the Circulation Desk. Work is performed under direct supervision of Librarians.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Uses a data-entry terminal keyboard or micro-computer to enter and retrieve data from computer files;
Assists with **technical processing of all types of Learning Resources Center materials**;
Prepares spine labels, inserts security strips, applies bar code labels, places dust jackets and book pockets, and stamps identifying marks on materials;
Arranges or files materials according to library filing rules;
Assists with the cataloging of materials;
Performs routine searches of and updates to computer records;
Inspects returned materials for damage;
Provides information on circulation rules, policies or procedures;
Operates office machinery such as photocopiers or fax machines;
Makes and checks routine arithmetic computations;
Answers the telephone and takes messages;
May be assigned responsibilities related to the collection, transmission and security of monies;
Prepares periodic and special reports and required;
Promotes usage of the Learning Resources Center and its collections to students and/or faculty;
May be assigned responsibilities related to the opening and closing of the library facility.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, 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;
Tact and courtesy in dealing with staff and public.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of an equivalency diploma; OR
- (B) Any equivalent combination of experience and training.