

LIBRARY CLERK

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

EXAMPLES OF WORK: (Illustrative Only)

Opens and sorts library materials;

Enters and retrieves information on an automated information system;

Prepares invoices and other order forms, and files cards;

Assists in maintaining an adequate inventory of books and supplies;

Pastes book plates, pockets and date slips in books and prepares material for addition to the library and for shelving;

Letters and labels library materials in accordance with established procedures;

Issues and mails overdue notices;

Secures special books and other library materials as requested by students and faculty;

Repairs library materials;

Provides information to readers and library users and assists them in the use of the automated card catalogue system and other audio-visual materials;

Distributes books, periodicals, media, etc., at the circulation desk.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of office terminology, procedures and 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; courtesy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) one year of general clerical experience; or (b) satisfactory completion of 30 credits* at a recognized college or business school may be substituted for the above experience; or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

*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.

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Job Class Code: C1436
Job Group: III