

Library Clerk – Guernsey Memorial Library

Starting Salary: Part time \$15.00/hour Full time \$16.00/hour

Distinguishing Features of the Class: This position involves performing routine clerical duties necessary for the proper organization and distribution of library materials. The work does not require previous library training or knowledge of library techniques. Procedures are generally standardized with detailed instructions given for new or difficult assignments. Work is performed under the direct supervision of a Librarian or higher-level clerical employee. Supervision may be exercised over Pages, student assistants or volunteers. Does related work as required.

Typical Work Activities:

Evenings and weekends required;

Filing;

Enters and retrieves information using a computer;

Makes routine changes on database;

Process and catalogs library materials such as periodicals, books and audio-visual material;

Checks ordered material against existing collection and on order files;

Processes overdue books by calling patrons, sending reminders, bills, etc.;

Operates simple office machines;

Answers the telephone and takes messages;

Issues borrower's identification card according to established procedures and explains lending rules;

Deletes discarded material;

Circulates, renews and receives library material;

Collects fines and other fees and records them accurately;

Assists patrons with copier and other equipment;

Takes reserve orders from patrons via telephone and in person;

Cleans, mends tears and erases disfigurement from pages;

Laminates new books and periodicals;

May type cards, lists, labels, etc.;

Shelves library material accurately.

Cleans library shelves and other surfaces;

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, spelling and English. Ability to understand and follow instructions. Ability to deal in a professional and friendly manner. Ability to write legibly. Ability to operate an alphanumeric keyboard on a personal computer at an acceptable rate of speed. Ability to perform close, detail work involving considerable visual effort. Clerical aptitude. Physical condition commensurate with the demands of the position.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma.

How to Apply:

Appointment will be provisional. Permanent status will depend on civil service exam results.

Resume, cover letter, and completed civil service application (<https://www.norwichnewyork.net/pdfs/civilserviceappl.pdf>) by 5 PM February 9 to:

Lynn Murray
City of Norwich Civil Service Commission
One City Plaza
Norwich NY 13815

Guernsey Memorial Library is committed to providing jobs for all types and sizes, without discrimination based on race, color, religion, sexual orientation, gender identity, national origin, or veteran status.

Date approved 5/23/2002
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Classification - Competitive