

## Principal Library Clerk Tompkins County

**Department:** Library-Tompkins County Public

**Classification:** Competitive

**Labor Grade:** J (10) or TC-3 Grade of H

**Approved:** 1

**Revised:** 11/90; 06/08; 12/08; 09/11

**By:** HH, Commissioner of Personnel

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered two year college or university with an associates degree and one year of library clerical experience; OR
- (b) Graduation from high school or possession of a high school diploma and three years of library clerical experience; OR
- (c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for independently performing specialized clerical work in the circulation, reference, and cataloging or administrative departments of a library. The incumbent performs clerical work requiring a high degree of skill, experience and independent judgement requiring an advanced knowledge of library clerical operations. Work is performed under the direct supervision of a Librarian with wide leeway allowed for the exercise of independent judgement in planning and carrying out of assignments. Supervision may be exercised over subordinate Library Clerks, Pages, student assistants and volunteers. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

May supervise and perform complicated clerical library functions including serial ordering and record maintenance and cataloging from Library of Congress copy; Prepares clerical procedural manuals and clerical training programs; Troubleshoots difficult clerical problems involving independent judgement; Compiles statistical reports for budget, circulation, etc.; Supervises the maintenance of serial records; Maintains divisional/department records and files; Handles procedural questions and directing other questions to proper person; Totals monthly statistics from daily sheets and reports monthly to head of department; May schedule and direct the staffing of the circulation desks; Enters and retrieves information using a computer terminal; May supervise subordinate clerical staff.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of office terminology, procedures and equipment as applied to library clerical work; Thorough knowledge of business arithmetic and English; Good knowledge of library services and practices; Working knowledge of handling and using library materials and equipment; Ability to understand and carry out complex oral and written instructions; Ability to assign, supervise and review the work of others; Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed; Ability to perform close, detail work involving considerable visual effort and strain; Clerical attitude, tact and courtesy; Physical condition commensurate with the demands of the position.

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