

PRINCIPAL LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS:

Employees in this class are required to have advanced knowledge of library clerical operations. Work is performed under general supervision permitting the employees much independent judgment and decision. Supervision may be exercised over from 8 to 10 employees. Persons in this class may be required to assist in performance of duties listed in subordinate classes. Professional librarians generally supervise employees in this class.

TYPICAL WORK ACTIVITIES:

WHEN ASSIGNED TO ACQUISITION OF MATERIAL:

1. Follows up outstanding orders;
2. Keeps book budget records;
3. Keeps informed regarding sources of materials, discounts and delivery schedules;
4. Supervises the typing, sending, receipt, and checking of orders;
5. Supervises the accessioning of materials;
6. Compiles data regarding available editions;
7. Searches for trade bibliographical data for replacement orders;
8. Maintains file of "wants" and "op's" and checks same against dealers' lists;
9. Prepares lists of periodical subscriptions for bids;
10. Follows up shortages and irregularities in periodical subscriptions.

WHEN ASSIGNED TO CATALOGING AND CLASSIFICATION:

1. Catalogs fiction;
2. Searches for Library of Congress numbers;
3. Checks Library of Congress cards and bills;
4. Supervises the shelf list;
5. Supervises authority files.

WHEN ASSIGNED TO PREPARATION OF MATERIAL:

1. Supervises and revises preparation of materials.

WHEN ASSIGNED TO REGISTRATION AND CIRCULATION:

1. Supervises the work of clerks at circulation desk;
2. Supervises maintenance of registration files;
3. Supervises inter-library loan routines;
4. Supervises the reserving of materials for readers;
5. Supervises overdue procedures.

WHEN ASSIGNED TO PHYSICAL UPKEEP OF MATERIAL:

1. Does preliminary sorting;
2. Inspects books returned from the bindery;
3. Supervises and revises mending of materials;

PRINCIPAL LIBRARY CLERK (Cont'd)

TYPICAL WORK ACTIVITIES: (Cont'd)

4. Supervises maintenance of bindery records;
5. Collates special materials for binding;
6. Prepares instructions for bindery;
7. Organizes and supervises maintenance of serials records.

WHEN ASSIGNED TO CARE OF SHELVES AND FILES:

1. Supervises order and appearance of shelves;
2. Supervises the work of pages;
3. Reports to professional staff when shifting or weeding is required;
4. Supervises shifting of materials;
5. Takes inventories.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of principles and practices of clerical routines in the library; some knowledge of the principles and practices of library service; initiative; good judgment; orderliness; accuracy; good memory; tact; patience; adaptability; ability to get along well with others; aptitude for library work; interest in library work; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a registered college or university and one (1) year of library clerical experience;
- OR: (B) Graduation from a standard senior high school course and five years of library clerical experience;
- OR: (C) Any equivalent combination of experience and training sufficient to indicate ability to do the work.

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