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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : PRINCIPAL LIBRARY CLERK
Code: 310030 NLK
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Competitive

GENERAL STATEMENT OF DUTIES

Performs library clerical duties requiring considerable knowledge of library operations and the supervision of subordinate employees; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, employees in this class perform specialized duties requiring advanced knowledge of library operations or supervise a staff of 8 to 10 full time subordinate employees.

TYPICAL DUTIES

1. Supervises the work of clerks at the circulation desk including training new employees and assigning and checking work performed.
2. Compiles data regarding available editions and searches for bibliographical data for orders.
3. Catalogs fiction and checks Library of Congress cards.
4. Supervises the typing, sending, receiving and checking of orders.
5. May prepare special reports for professional staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of principles and practices of clerical routines in the library.
2. Knowledge of the principles and practices of library service.
3. Ability to establish and maintain effective working relationships with associates, subordinates and the public.
4. Ability to keep records and make reports.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and

Three years of library clerical experience.

- NOTE:**
1. Experience, as outlined above, in excess of three years, may be substituted for high school on a year-for-year basis up to a maximum of two years.
 2. College may be substituted for the experience as outlined above on a year-for-year basis up to a maximum of two years.

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