

[Go Back](#)**NASSAU COUNTY****Title : SENIOR LIBRARY CLERK (Braille  
Library)****SCHOOL DISTRICTS****Code: 310025 NLF****CLASS SPECIFICATION****Page : 1 of 2****Competitive****GENERAL STATEMENT OF DUTIES**

Performs library clerical duties requiring knowledge of braille; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties require the exercise of judgment in the performance of a variety of library clerical functions involving the application of prescribed procedures and methods required in handling braille material, and may involve the supervision of subordinate personnel.

**TYPICAL DUTIES**

1. Performs library clerical duties involving acquisition of material, such as checking invoices, maintaining check lists of serials, searching for bibliographical data and checking lists with catalog.
2. Types and maintains shelf lists and catalog cards; records withdrawals, transfers and reinstatements; lists added copies and new editions.
3. Registers borrowers and explains lending rules, reserves library material for readers; maintains inter-library loan records; compiles data for statistical reports.
4. Reads and corrects braille books and translates where necessary.
5. Trains and supervises subordinates performing routine library clerical duties, as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Knowledge of practices, procedures and terminology of library clerical work.
2. Ability to operate a typewriter.
3. Ability to read and translate braille material.
4. Ability to understand and carry out oral and written instructions.
5. Ability to supervise work of subordinates performing routine library clerical tasks.

**MINIMUM QUALIFICATIONS****Training and Experience**

1. Graduation from high school  
and  
One year of library clerical experience, including or supplemented by six months experience reading and typing braille;  
or
2. Graduation from high school  
and  
Two years of general office clerical experience, including or supplemented by six months experience reading and typing braille.

**NOTE:** Experience, in excess of one year as outlined in (1) above, or in excess of two years as outlined in (2) above, may substitute for high school education on a year-for-year basis, up to a maximum of two years.

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