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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : SENIOR LIBRARY CLERK**  
**Code: 310020 NLA**  
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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Performs varied and complex library clerical duties which require prior training and knowledge of library practices; may supervise subordinate personnel; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the position requires the use of judgment in performing varied clerical duties and applying prescribed procedures and methods.

**TYPICAL DUTIES**

- \* 1. Using a computerized library management system, performs library clerical duties related to 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; performs end-of-year inventory, using computerized library management systems.
- \* 4. Reinforces bindings, mends torn or loose pages, and maintains bindery records.
- 5. Trains and supervises the activities of subordinates performing routine library clerical duties, and assists subordinates in performing these duties, as required.
- \* 6. Operates personal computers and/or computer terminals, and performs simple daily backup.

**\*TYPICAL ESSENTIAL FUNCTIONS**

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

1. Knowledge of practices, procedures, and terminology of library clerical work.
2. Ability to operate a typewriter at a moderate speed is required for most appointments.
3. Ability to understand and carry out complex oral and written instructions.
4. Ability to supervise the activities of subordinates performing routine library clerical tasks.
5. Ability to operate a computerized library management system.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Graduation from high school  
and, either

- A. One year of satisfactory library clerical experience,  
or
- B. Two years of satisfactory general office clerical experience.

**NOTE:** Experience, as outlined above, in excess of the one- or two-year requirement, may be substituted for high school graduation on a year-for-year basis up to a maximum of two years.

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