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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : TAPE LIBRARIAN
Code: 030160 BSA
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Competitive

GENERAL STATEMENT OF DUTIES

Maintains a library of magnetic or punched paper tape or decks of program punched cards for electronic data processing; performs related duties as required.

COMPLEXITY OF DUTIES

Under direct supervision, the position requires the use of judgment and the work is reviewed for quality, accuracy, and completeness.

TYPICAL DUTIES

1. Classifies and catalogues reels of magnetic tape in accordance with factors such as content of data and type.
2. Assigns codes to tape reels conforming with a standardized filing system.
3. Issues tapes to authorized personnel on request.
4. Maintains record of programs issued and returned.
5. Splices and makes minor repairs to magnetic tape.
6. Maintains records of temperature and humidity readings in the computer room.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of cataloguing methods and procedures.
2. Knowledge of coding system with tape cataloguing.
3. Ability to maintain accurate records.
4. Ability to make minor repairs to magnetic tapes.
5. Ability to understand and follow oral and written instructions.

MINIMUM QUALIFICATIONS

Training and Experience

1. Graduation from high school
and
2. One year of satisfactory clerical experience involving cataloguing and control of supplies.

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

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