

PRINCIPAL LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are required to have advanced knowledge of library clerical operations, which include responsibility for independently performing specialized clerical work in the circulation, reference, cataloging or administrative departments of a library. Work is performed under general supervision permitting the employee independent judgment and decision in dealing with library routines, library staff and users. Supervision is exercised over clerical employees. Persons in this class may be required to assist in performance of duties listed in subordinate classes. Professional librarians exercise general supervision of employees in this class. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises work of groups of clerks;
Troubleshoots difficult clerical problems involving independent judgment;
Handles procedural questions for library patrons as they relate to library policies prior to an appeal to the Librarian or Director;
Supervises maintenance of files and records;
Performs complicated clerical functions, e.g. serial ordering, cataloging from L.C. copy, etc.;
Assists in preparing clerical procedural manuals and clerical training programs;
Trains clerks in clerical routines and patron service;
Compiles statistical reports for budget, circulation, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of clerical routines in the library; good knowledge of the principles and practices of library service; working knowledge in the handling and using of library materials and equipment; 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.

MINIMUM QUALIFICATIONS: Graduation from high school and four (4) years of library clerical experience.

Town of Colonie
Personnel Officer
Reviewed 6/15/00
Reviewed 3/3/08
Amended 5/10/11