

## **NANUET PUBLIC LIBRARY**

### **JOB OPENING: LIBRARY CLERK-TYPIST I, FULL-TIME**

**DISTINGUISHING FEATURES OF THE CLASS:** This is clerical work which involves the electronic and/or manual processing of library materials and records. The work includes, but is not limited to, typing, data entry in online catalog system, shelving library materials according to the Dewey Decimal System or the Library of Congress classification, assisting patrons by answering basic questions about how to locate materials, etc. The senior level clerical duties of this position require an understanding of library terminology, application of library practices and remove principles and the use of judgment in handling a variety of clerical duties. The work differs from Library Clerk I in that this position requires a skilled typist. The work is performed in accordance with prescribed procedure under the supervision of a professional librarian or higher level clerical employee. Work orientation and direction may be exercised over lower level clerical employees. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

Processing Juvenile & Young Adult materials

Processing includes using cataloging information provided by the librarian to attach barcode label, spine label, and any other needed stickers, covers, etc.; create item record and enter all required data including barcode into online catalog system; correct computer and/or manual records as needed

Processing Juvenile magazines

Transferring New Young Adult & Juvenile books from New stacks to Regular stacks

Pulling dusty list items for deletion (Adult, Juvenile & Teen departments)

Deleting item records from online catalog system

Scanning, boxing, and shipping deleted books to Better World Books

Special projects as needed – mainly for Juvenile & Teen departments, sometimes Adult department

Circulation desk clerk shifts as assigned

Includes one evening per week, one Saturday per month, and filling in as needed (see "Work Schedule" section below for details)

Circulation desk clerk duties include checking items in and out using automated Interlibrary Loan System software; collecting fines; inspecting returned materials for damage; answering phones; calling patrons when necessary to deliver messages or deliver information about library materials; providing curbside delivery service outdoors when necessary; assisting patrons with routine questions, referring reference questions to the reference desk; performing opening/closing tasks on assigned days

Running monthly lists using online data system – missing, long overdue, etc...

Repairing materials as needed

Generating and printing daily hold lists, pulling items off the shelf, scanning items, inserting transit slips, etc.

Unpacking RCLS delivery of interlibrary loan (I.L.L.) materials & checking in materials

Opening packages and checking contents against packing slips and order printouts

Operating a variety of office machines such as photocopier, postage meter, calculator, desktop computer for data entry and e-mail, word processing, etc.

May orient employees on library procedures and routines

May give work direction to clerical employees

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of office terminology, procedures and equipment as they apply to library clerical work; good knowledge of library filing and shelving procedures and rules; good knowledge of reference sources commonly used in library clerical support work; working knowledge of business arithmetic; working knowledge of library services and practices; ability to understand and carry out moderately difficult oral and written instructions; ability to keep records and compile data for reports; ability to train and direct others in clerical/manual procedures; ability to deal with others in a tactful and courteous manner.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and two (2) years of clerical experience; one (1) year of which must have been library clerical work.

**NOTE:** Additional qualifying experience or academic, technical or vocational training may be substituted for schooling on a year-for-year basis. Post high school education may be substituted for the one (1) year of general clerical experience on a year-for-year basis.

**WORK SCHEDULE:** This is a full-time (35-hour per week) position. Schedule includes weekly Thursday evening shift and one Saturday per month.

**SALARY RANGE:** Starting salary for this position is \$39,462.02 – \$41,435 depending on experience.

The library provides a benefits package to eligible employees on an annual basis which includes vacation, health insurance, enrollment in the New York State Retirement System, sick leave, personal leave, and optional membership in a Staff Association.

This position is subject to Rockland County Civil Service Rules. Requirements for permanent appointment to this position include satisfactory completion of both a Civil Service examination and a 26-week probationary period.

**SUBMIT COVER LETTER AND RESUME TO:**

Jessica Bowen, Library Director

By \*e-mail to: [jbowen@rcls.org](mailto:jbowen@rcls.org)

Or by mail to: 149 Church Street, Nanuet, NY 10954

\*If submitting by e-mail, you will receive a reply e-mail confirming receipt of your submission. If you do not receive a confirmation within 1 full business day, call 845-623-4281 Ext. 116 to notify Ms. Bowen of your submission.

**APPLICATION DEADLINE:** Monday, October 4, 2021