



Notice of Vacancy

Library Clerk

\$30,103 annually plus benefits

35 hours per week with some nights and weekends

Crandall Public Library is seeking a F/T Library Clerk to work in our busy circulation department. Must be customer service oriented with good attention to detail and the ability to follow procedures consistently. The work involves the performance of routine library clerical duties using a computer for the proper organization and distribution of library materials. Work is performed under direct supervision of higher-level clerks or librarians. Does related work as required.

Position will be filled based on Civil Service requirements. A provisional appointment will be made with examination to be held at a later date. Candidate must meet civil service requirements for appointment following establishment of eligible list.

Minimum qualifications: Graduation from high school or possession of a high school equivalency diploma and one-year clerical experience during which a computer was used on a daily basis as part of work assigned.

Qualified candidates should email application, resume, and three professional references to:

Caitlin Costa, Head of Circulation and Technical Services

ccosta@sals.edu

Crandall Public Library

251 Glen Street, Glens Falls, NY 12801

Applications must be received by February 21, 2023.

Applications may be obtained from <https://warrencountyny.gov/jobs>

EOE/AA Employer

Your Story. Our Mission.

Library Clerk

Distinguishing Features of the Class: The work involves the performance of routine library clerical duties while demonstrating good customer service skills. The work requires demonstrated ability to use computers and software programs. Prior knowledge of library procedures is preferred but not required; on-the-job training is provided. Work is performed under direct supervision of higher level clerks, library assistants or librarians. Supervises pages and volunteers. Does related work as required.

Typical Work Activities: (Illustrative only)

- Arranges, shelves or files materials according to library filing and shelving rules;
- Performs routine searches of and updates computer records;
- Issues borrowers cards according to library procedures;
- Performs routine arithmetic computations;
- Operates office machinery such as photocopiers, fax machines or computers;
- Answers the telephone, transfers and takes messages;
- Calls patrons to deliver messages or information on library materials;
- Data entry to produce cards, lists, labels, or short entries on forms;
- Trains library patrons in the use of electronic and mechanical resources such as self-check stations, the automated materials return unit and public access catalogs;
- Works with word processing and spreadsheet software;
- Answers questions from public;
- Uses complex automated circulation system.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Working knowledge of office terminology, procedures and equipment as applied to library clerical work; working knowledge of business arithmetic, working knowledge of library filing and shelving rules; ability to understand and follow oral and written instructions; ability to operate a personal computer, credit card machine, cash register, copier, telephone system etc.; skilled typing of 30 WPM is required; tact and courtesy in dealing with staff and public.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and one year clerical experience during which computers were used on a daily basis.