

	SALARY	ISSUED: <u>8/01</u>
		<u>12/97 &amp; 6/93</u>
TITLE: <u>Senior Library Clerk</u>	SCHEDULE: <u>Staff</u>	CLASS
	SALARY	CODE: <u>SA450</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	GRADE: <u>3</u>	EEO
		CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E-
		CLASS: <u>SA</u>

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**POSITION PURPOSE**

Perform procedural library work involving moderately complex clerical support for a public or technical service unit in the University Library System. Work activities necessitate proficiency in library methods and procedures and the ability to utilize on-line computer systems and standard office equipment.

**ESSENTIAL JOB FUNCTIONS**

- Perform moderately complex clerical support for circulation, reference and media desk services. Process requests for book charges, discharges and renewals; library card registration. Create and process records and holds via the computerized library system. Collect fines and fees; deposit and record on-line status. Ensure proper and accurate shelving of materials. Assist library patrons with routine bibliographic searches (e.g. locate monographs, serials, periodicals, audio-visual tapes, microfiche and film); provide general instruction in the operation of on-line computer system, e.g. Imagine, Horizon, microfiche/film readers and copiers.
- Assist with bibliographic cataloging and acquisitions following established procedures. Operate computer terminal to access, enter and retrieve information involving multiple display formats and the coding and interpretation of data. Input, verify, interpret and edit on-line electronic records of journal subscriptions, bindery shipments, subject headings, authority records and other data pertaining to acquisitions, cataloging, bindery and circulation via OCLC system and bibliographic database.
- Perform bindery and preservation functions for the library. Update and maintain on-line data pertaining to materials in the bindery process. Prepare and ship materials to bindery.
- Review and verify computer generated reports to identify and correct routine errors of on-line data. Compile statistical data and prepare monthly and special reports regarding departmental operations. Maintain and update daily activity logs and work order requests. Process invoices to initiate vendor payment; deposit fines/fees into appropriate accounts; maintain billing status via computerized record.
- Provide functional supervision to a large number (7-10) of student assistants and full and part-time support personnel. Assign and monitor work activities. Train in appropriate methods and procedures. Answer and resolve routine inquiries; refer complex problems to appropriate personnel.

- Participate in general office functions as needed. Prepare and process appropriate University forms, paperwork and general correspondence. Operate standard and non-standard office equipment and machines, e.g. typewriter, photocopier, computer terminal, microfilm/fiche readers. Receive and answer telephone calls, take messages and direct inquiries and problems to appropriate personnel. Maintain department files; prepare materials for mail (i.e. interlibrary loan and DALNET information).
- Open and close building facility and maintain secure area. May be required to work evening and weekend shifts. Monitor supply and equipment inventory; order materials and contact vendor representatives as necessary.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This senior classification level is designed to provide moderately complex clerical support for either a public or technical service unit in the Library System. Work activities necessitate require proficiency in various library procedures, e.g. circulation, loan, reference, media, cataloging, acquisitions, bindery, preservation and receiving services. The incumbent is expected to operate a computer terminal to access, retrieve and enter information via OCLC, Horizon and Imagine systems. The incumbent is expected to have the ability to communicate effectively when assisting patrons with library procedures, methods and operations. Functional supervision is exercised over a large number (7-10) of student and part-time temporary support personnel. The incumbent may be expected to work an evening or weekend shift. Work activities include thinking within somewhat diversified procedures. This classification is generally located in a public or technical service unit in the University Library System. This classification reports to and receives work direction from a professional/administrative, academic staff or management level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience.
- Some supervisory experience preferred.
- Ability to operate computer terminal, standard and non-standard office equipment, e.g. photocopier, typewriter, microfiche/microfilm reader; accurate typing and data entry skills.
- Strong organizational skills; keen attention to detail.
- Strong concentration; ability to process large amounts of data and meet deadlines.
- Ability to communicate effectively with others.
- Some computer skills and the ability to read and interpret on-line records.
- Ability to work a flexible schedule including weekends and evening hours.
- Ability to work a regular schedule including weekends and evenings.
- Some knowledge of OCLC, Horizon and Imagine systems preferred.
- Typically, incumbents have held positions as Library Clerk, Office Clerk or student employee in a library facility.