

**PRINCIPAL LIBRARY CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves performance of specialized clerical work. Advanced knowledge of library clerical operations is required. This class differs from that of Senior Library Clerk in that there is a greater degree of independent judgment and decision making. Work is performed under the general supervision of a Library Assistant, Librarian or Director, as applicable, with discretion for planning and carrying out assignments. Supervision is exercised over Library Clerks, Pages and volunteers. Does related work as required.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Supervises and performs complex clerical library functions (e.g. serial ordering and record maintenance, cataloging from bibliographic copy);

Uses independent judgment to resolve difficult clerical problems;

Compiles statistical reports for budget, circulation and attendance;

Provides information to the public on library policies and procedures;

Assigns and reviews work of subordinate staff and creates work schedules;

Performs routine searches of and updates to computer records;

Performs routine circulation, reserve and overdue functions;

Operates electronic equipment, such as but not limited to: photocopiers, scanners, fax machines, printers, computers;

Calls patrons to deliver messages or information on library materials;

Takes action to enforce library policies or notifies the supervisor of such issues;

Greets all library users in a friendly and professional manner;

**PRINCIPAL LIBRARY CLERK****Page 2****FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of office terminology, procedures and equipment as applied to library clerical work; good knowledge of library services and practices; good knowledge of handling and using library materials and equipment; good knowledge of library filing and shelving rules; excellent customer service skills; working ability to perform accurate calculations at a reasonable speed; ability to operate a personal computer and utilize common office software programs; ability to express oneself clearly and concisely, both orally and in writing; ability to understand and follow complex oral and written instructions; ability to plan, coordinate and supervise the work of others; ability to maintain a calm and friendly demeanor with the public under stressful conditions; ability to maintain neat and legible records; and ability to move delivery boxes up to 70 pounds and lift 30 pounds, stand for extended periods of time, sit, bend, kneel, crouch and climb stairs.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and four (4) years of library clerical experience

**NOTE:** College credit may be substituted for a maximum of one (1) year or clerical experience. 30 semester credit hours from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices equals one (1) year. Fewer hours may be substituted on a prorated basis.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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