

SENIOR LIBRARY TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work involving responsibility for the performance of a number of varied or unrelated clerical tasks which require the exercise of independent judgment and a general understanding of library techniques and procedures, office rules, policies, and full-time or substantial part-time operation of a typewriter or similar standard typing keyboard. Work is done under general supervision. Occasional supervision is exercised over other employees, volunteers, or students assisting in the operation of the library. Incumbents in positions in this class may use information-processing equipment as a major part of their regular duties. (Information-processing equipment is characterized by any or all of the following features: an internal magnetic storage medium which holds typed information; an electronic viewing screen which displays characters as they are typed; an internal processing unit which allows the operator to perform basic text-editing operations such as the merging of variable information into prerecorded documents, rearrangement of paragraphs on the screen and/or the magnetic medium and an automatic printing of documents).

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.*

Operates a typewriter or standard input keyboard in the performance of the following:

Prepares and processes all library purchase orders;

Checks incoming shipments and makes necessary returns;

Operates information-processing equipment;

Operates copying, duplicating, and other office equipment;

Maintains records and files on books and materials on order;

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Assists library patrons in locating materials or otherwise availing themselves of the library resources;

Prepares and reproduces original catalog cards and shelves books;

Answers telephone inquiries;

Composes and types routine correspondence, applying knowledge of library operations and regulations;

Assists in circulation section of library as required;

Performs bookkeeping and/or account keeping duties;

Confirms prices, prepares purchase orders, and checks delivered materials to insure accuracy of order and good condition of materials;

Prepares overdue letters.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, procedures, equipment, business arithmetic, and English; good knowledge of keyboarding practices; ability to spell correctly; ability to understand and interpret written material; ability to apply basic rules of English grammar, usage, and sentence structure; ability to perform common office record-keeping duties; good judgment in providing library support services; ability to type accurately at the rate of 45 words per minute or better; mental alertness; tact; and courtesy

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from high school or possession of an equivalency diploma and one year of

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clerical experience which shall have involved typing; or

(B) Three years of clerical experience which shall have involved typing; or

(C) An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE: Completion of post high school education in the area of secretarial sciences or a related field can be substituted for experience on a year-for-year basis, if the coursework included classes in typing.

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Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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