

**Albany Public Library
Library Clerk Exams
Continuous Recruitment**

General Statement of Duties: Works together with other public service employees to provide quality service to customers of the Albany Public Library. May be assigned other clerical duties in addition to direct public service.

Classification: Library Clerk

Job Description: This position involves performing routine library clerical duties necessary for the proper organization and distribution of library materials and providing direct service to the public. Employees in this department routinely participate in the following activities: handling routine circulation, reserve and overdue functions, issuing borrower cards, collection of fines and fees, searching and updating computer records, scheduling room reservations, stack maintenance, and a variety of other activities. On the job training is provided under the supervision of higher-level personnel.

Required Skills and Abilities: This position requires strong interpersonal skills, particularly tact and courtesy in dealing with the public and coworkers, a working knowledge of general office procedures, the ability to understand and follow oral and written instructions, flexibility in work schedule, a good sense of humor, and a positive work attitude.

Minimum Qualifications: Possession of a high school or equivalency diploma and either:

(A) One (1) year of general clerical experience after graduation; **OR**

(B) Satisfactory completion of 30 credits* at a recognized college or business school may be substituted for the above experience; **OR**

(C) A satisfactory equivalent combination of training and experience as defined by the limits of (A) and (B) above.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary degree-granting institution.

Work Schedule: A combination of day, evening and weekend hours totaling 18.5 hours per week is required.

Salary: \$12.63 per hour with some benefits

Apply for exam: Albany Civil Service Commission
City Hall Room 301
Albany, NY 12207
518-434-5049