



NEW: 12/02/2020 Submitted: 12/01/2020

JOB TITLE:	CLERK LIBRARY TECHNICAL SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8739
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Processes print and non-print materials for school library media centers according to specific departmental requirements and procedures. Inspects and quality checks incoming orders. Organizes orders for shipment. Documents and tracks shipments to schools. Performs standard clerical duties.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Checks, analyzes, and classifies or alphabetizes print and non-print materials for school library media centers
- Makes simple postings to various unit or program records; receives and files receipts for shipments as required
- Prepares reports involving tabulations or posted data and simple arithmetical calculations
- Receives, classifies, and routes incoming mail as assigned
- Provides customer service, answers phones, and routes calls and messages as assigned
- Operates standard office equipment including computers, calculator, printer/copier, as well as pallet jack, dolly, and other office machines
- Uses multiple platforms (Microsoft, Google) for documentation of work. Types, proofreads, duplicates, collates, and processes reports and other materials as required
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties assigned by the Director

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push, or pull light weights.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Previous training and/or experience in office and clerical duties
- Good typing, telephone, file management, and digital skills
- Ability to use multiple platforms (Google, Microsoft) for word processing, spreadsheets, report creation
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Ability to work well in a team situation
- Efficient time management
- Experience in a diverse workplace