Job Description

Position Title: Technical Services Clerk

Classification: C

Supervisor Title: Technical Services Assistant Manager

FLSA: Non-Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to openly and respectfully engage with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to maintain patron privacy and confidentiality of patron records.
4. Ability to communicate clearly.
5. Ability to use various technologies to complete work.
6. Ability to follow library policies and procedures.
7. Ability to understand, practice and demonstrate the library’s Service Standards and Equity, Diversity, and Inclusion values.

## POSITION SUMMARY

Under the supervision of the Technical Services Assistant Manager, this position facilitates superior library service by performing a variety of specialized duties for the Technical Services Department in receiving, processing, and withdrawing of materials.

Specific responsibilities will be assigned by the Technical Services Assistant Manager on the basis of experience, skills, and specific needs of the department and number of hours worked.

## REQUIREMENTS FOR THIS POSITION

1. Knowledge, skill, and development in the following areas which are often gained through a secondary degree (e.g. High School Diploma) or experience:

* **Communication Skills** include conveying, receiving, responding, and expressing communication of written and verbal information.
* **Computer Skills** include accessing word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing basic internet searching, and using cloud-based communication tools such as Google Chat and Zoom.
* **Critical Thinking** includes analyzing and evaluating information in order to assess an issue and make a decision within the scope of the position.
* **Time Management** includes prioritizing tasks, meeting deadlines, and managing time with minimal guidance.

1. Working knowledge of the Dewey Decimal System and alphabetical systems and the ability to apply those systems to library materials.
2. Knowledge of general library philosophy, including the *Library Bill* *of Rights* and the ability to transform that knowledge into daily practice in the fulfillment of responsibilities.
3. Knowledge of routine library functions and procedures.
4. Ability to work with detail, precision and accuracy.
5. Ability to perform repetitive work for up to an hour.

## ESSENTIAL FUNCTIONS

1. Maintains accurate materials and item records for the library collection including data entry, processing, receiving, repair, and discarding by entering, locating, and retrieving information in the ILS database.
2. Handles receiving, processing, inspecting, and discarding of library materials.
3. Communicates with vendors and staff to facilitate the smooth lifecycle of materials.
4. Participates in relevant training, continuing education and/or staff development.
5. Performs other duties as assigned.

PROCESSING CLERK

WORK ENVIRONMENT

Work is normally performed in a typical interior/office work environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

PHYSICAL REQUIREMENTS

1. Constantly discerns items near and far.
2. Constantly marks, positions, and attaches labels and covers to materials.
3. Frequently inspects and handles materials for repair using tape, glue and other tools.
4. Frequently retrieves materials from shelves and carts.
5. Frequently operates a computer and other office machinery, such as printers, copiers, and other equipment with push button keys.
6. Occasionally moves about the department and building to assist staff.
7. Occasionally transports boxes and carts weighing up to 75 lbs.
8. Occasionally positions self to assist staff working on computers and with materials.
9. Occasionally designs and fabricates containers and inserts for materials.
10. Occasionally communicates with other staff.

DISCARDING CLERK

WORK ENVIRONMENT

Work is normally performed in a typical interior/office work environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

PHYSICAL DEMANDS

1. Constantly discerns items near and far.
2. Constantly marks and stamps materials.
3. Constantly retrieves and moves materials between carts and bins.
4. Frequently operates a computer and other office machinery, such as printers, copiers, and other equipment with push button keys.
5. Occasionally moves about the department and building to assist staff.
6. Occasionally transports boxes and carts weighing up to 75 lbs.
7. Occasionally positions self to assist staff working on computers and with materials.
8. Occasionally communicates with other staff.

RECEIVING CLERK

WORK ENVIRONMENT

Work is normally performed in a typical interior/office work environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

PHYSICAL REQUIREMENTS

1. Constantly discerns items near and far.
2. Frequently attaches barcodes to materials.
3. Frequently opens boxes and places materials on carts.
4. Frequently transports materials from shelves to carts.
5. Frequently operates a computer and other office machinery, such as printers, copiers, and handheld scanners.
6. Frequently moves about the department and building to assist staff.
7. Frequently marks and stamps packing slips, invoices, and delivery logs.
8. Occasionally transports boxes and carts weighing up to 75 lbs.
9. Occasionally positions self to assist staff working on computers and with materials.
10. Occasionally communicates with other staff.