

Technical Services Processing/Books by Mail Clerk

General Description

Work involves responsibility for a variety of technical procedures, maintaining administrative records and files, and clerical and typing work. Coordinates Books by Mail Program, including material selection, shipping and receiving of material selections, readers advisory for Books by Mail patrons, and distribution of Book by Mail promotional materials. Duties include carrying out library acquisition procedures, receiving of materials and assistance in file and records maintenance. The work requires that the employee have a working knowledge of library technical support functions.

Supervision Received

Works under the general supervision of the Technical Services Manager.

Examples of Duties

- Unpacks books and other materials that have been ordered and delivered.
- Verifies deliveries against orders and packing slips.
- Physically processes books and other materials.
- Removes books and other materials from bibliographic records on the catalog.
- Performs a variety of library clerical tasks, as assigned.
- Performs related work as required.
- Assists in maintaining the processing supplies and equipment in good quantity and working order.
- Makes simple repairs of damaged materials and processes severely damaged books for disposal.
- Answer/route incoming telephone calls.
- Perform basic circulation functions.

Job Requirements

- Working knowledge of public library practices and procedures.
- Working knowledge of standard office and library machines.
- Working knowledge of automated systems as they apply to materials processing.
- Strong and effective spoken and written communications skills.
- Ability to effectively understand and follow written or oral instructions.
- Ability to maintain library records and carry out library procedures.
- Ability to accurately perform methodical and detailed work tasks.
- Ability to organize work effectively, determine priorities, make decisions and complete assigned duties.
- Ability to develop and maintain effective working relationships with superiors, co-workers and the general public.

Essential Physical Job Requirements:

- Clarity of speech and hearing which permits the employee to communicate effectively with the supervisor and other employees.
- Vision which permits the employee to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.

- Manual dexterity which permits the employee to operate a keyboard and any other assigned equipment to process library materials.
- Personal mobility which permits the employee to monitor and perform assigned library operations, and to attend Library district, community, and public meetings at various locations.
- Lift up to 40 pounds, push and pull carts weighing up to 200 pounds, bend, stoop and reach shelving from floor level to 6 feet high, and stand or walk for at least 1 hour at a time.
- Tolerance for dust and mold which permits the employee to work with books and other library materials as well as work in older buildings.

Hours: Part-time/Hourly position, approximately 20-24 hours per week

Salary: \$13.50 per hour

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