

Technical Services Clerk

Last updated: December 2024

Department:	Reports to:	Pay Grade:
Technical Services	Technical Services Manager	1
Schedule:	Supervises:	Classification:
8-18 hours per week. Schedule varies by position and may include daytime, evening, and weekend hours.	N/A	Part-Time Non-Exempt

Requirements for All Employees:

- Ability to communicate clearly and effectively.
- Ability to work pleasantly and effectively with the public and staff.
- Assist in promoting a safe working environment.
- Be familiar with library policies and procedures and be able to make decisions in accordance with them.
- Observe opening and closing procedures as required.
- Provide a welcoming and inclusive environment for patrons and staff.

Qualifications:

- High school diploma or GED.

Knowledge, Skills, and Abilities:

- Ability to complete daily activities according to work schedule.
- Ability to learn library shelving procedures and policies.
- Ability to locate items in alphabetical order and using the Dewey Decimal system.
- Ability to work independently and as part of a team.
- Demonstrates attentiveness to detail.
- Knowledge of library procedures.

Duties and Responsibilities:

Collection Management:

- Pull items on the picklist.
- Shelf library materials alphabetically and according to the Dewey Decimal System.
- Shelf-read regularly to ensure materials are in proper order.
- Empty materials from sorter, clean if needed.
- Identify items in need of repair and place on repair shelf.
- Check in and process new periodicals.
- Maintain the periodical collection.

Technical Services:

- Check in materials to trap holds on picklist items for CAPL cardholders.
- Assist with processing library materials for withdrawal.
- Repair items as assigned.

Continuing Education:

- Keep informed of trends in library service and participate in professional development activities relating to areas of responsibility to maintain current expertise and expand knowledge base.
- Complete required training as assigned.
- Attend all-staff and department meetings.
- Keep informed of current information and trends at the local and regional library level.

Other:

- Refer non-directional questions to appropriate staff members.
- Assist with duties of the Technical Services Manager as requested.
- Actively participate on committees as assigned.
- Perform related duties as required and assigned.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with different abilities to perform essential functions.

- Sit or stand for extended periods.
- Occasionally required to climb or balance, stoop, kneel, crouch, crawl, or stand for long periods.
- Occasionally lift and/or move up to 50 pounds.
- Occasionally push carts loaded with up to 100 pounds of materials.
- The ability to accurately communicate and exchange information and ideas so that others will understand.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with different abilities to perform the essential functions.

- Noise level in the work environment is generally quiet.

Disclaimer:

This description is not a complete list of specific duties and responsibilities. It does not limit or modify the right of the Technical Services Manager to assign, direct, and control the work of the Clerks.