

# Chattahoochee Valley Community College

## Job Description

### Library Clerk

Employee Name: **Angela Harris**  
Social Security #: \_\_\_\_\_  
Date Employed: September, 12, 1988  
Employment Status: Non-probationary  
Department: Learning Resource Center  
Location: Owen Building

#### Compensable Factors Classification:

Job Title (Grid Title): Library Clerk  
E Grid Level: E4, Learning Resource Center  
E Grid Grade: 05, Lesser Order  
Job Assignments: Clerk  
Supervisory Responsibility: None  
Reports to: Director of the Learning Resource Center

#### SUMMARY

Under the direction of the Director of the Learning Resource Center, the employee is responsible for operating the main circulation desk, performing general reference services, preparing purchase requests and maintaining the invoices, and balancing monetary records with Business Office.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

1. Checks in and checks out books.
2. Maintains and updates the library user records.
3. Records gate count and generates gate count report.
4. Processes library overdue notices and places library user holds.
5. Receives and records money from patrons on overdue books.
6. Maintains book circulation data.
7. Provides reference services to the library users.
8. Troubleshoots copier, printer, microfiche/microfilm reader, and computer problems.
9. Receives and removes reserved materials for faculty and administrators.
10. Checks in periodicals and claims the missing issues.
11. Prepares purchase requests for library books and supplies.
12. Receives newly purchased library books and supplies.
13. Processes newly cataloged material includes attaching security tag, covering the books, typing spine labels.
14. Maintains invoices and balances records with Business Office.
15. Records money from overdue fines, copiers, and students' printouts and balances with business office
16. Assists with registration duties as assigned.
17. Participates in weekend rotation as needed.
18. Other duties assigned by the Director of the Learning Resource Center.

#### SUPERVISORY RESPONSIBILITIES

None.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### MINIMUM EDUCATION and/or EXPERIENCE

Associate degree from a regionally accredited college or university.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret incoming and inter-office information. Ability to read and understand oral and written information submitted. Ability to effectively respond to questions from supervisors, faculty, staff, students and the general public.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in units of measure, using whole numbers, fractions, and decimals.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**OTHER SKILLS and ABILITIES:**

Ability to operate a computer, work with various software, and maintain familiarity with ACCESS software requirements. Ability to operate a typewriter and a computer. Ability to operate a telephone, copy machine, and a fax machine. Demonstrated knowledge of word processing. Ability to meet the public in a friendly and receptive manner.

**PHYSICAL DEMANDS**

The physical demands described herein 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 disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk; sit; use hands to touch, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

*Angela L. Harris*  
Employee's signature

*9.1.04*  
Date

*James Levine*  
Supervisor's signature

*Sept 1*  
Date