

Chattahoochee Valley Community College

Job Description

Library Clerk

Employee Name: Cory Williams
Social Security #:
Date Employed: July 1, 2002
Employment Status: 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: 06, 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 providing circulation service, reference services, processing books, and sorting mail.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

1. Provide circulation service, including checking in and checking out books, registering new library users, receiving fines, clearing students' library holds, and other circulation-related duties, to the patrons.
2. Provide general reference service, include assisting patrons in using library printed and non-printed materials, to the patrons.
3. Troubleshoot computer problems.
4. Catalog various formats of library materials using OCLC Connexion.
5. Coordinate all interlibrary loan activities using OCLC ILLME, as well as other resource sharing methods.
6. Assist in receiving and processing books.
7. Pick up and sort mail.
8. Shelve books and periodicals.
9. Work nights and weekends as needed.
10. Perform other duties as assigned.

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

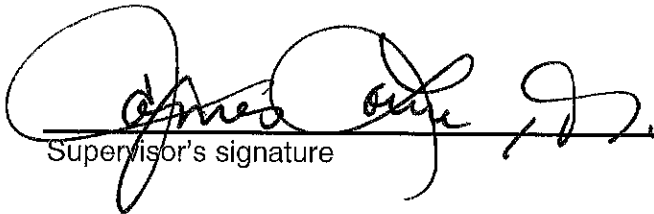
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties 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.


Employee's signature

9-1-04
Date


Supervisor's signature

9/15/04
Date