

JOB DESCRIPTION



Capital Area District Library
www.cadl.org

Position: Technical Services/Processing Clerk

Range: T2 (Non-Exempt)

Reports to: Processing Head

Supervises: None

Reviewed: 12/07

Revised: 10/07

JOB SUMMARY

Under the supervision of the Processing Head, processes materials in a variety of formats for distribution to the libraries by performing routine processing tasks that require a high degree of accuracy.

DUTIES AND RESPONSIBILITIES

1. Uses a computer to produce an item record and print labels as needed.
2. Applies plastic jackets, spine tape, labels, date stamps, property stamps, etc., as required.
3. Sorts materials and places on appropriate shelves or carts for distribution.
4. Makes repairs of all kinds, including books, videos, DVDs, and audiocassettes.
5. Will be trained and will work in other areas of Technical Services including Acquisitions

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

JOB REQUIREMENTS

- Possession of a high school diploma or its equivalent.
- This is an entry-level classification. No specific prior experience required.
- Ability to type 30 words per minute.
- Successful completion of a six month probationary period.
- Be physically able to perform the essential functions of the position, with or without reasonable accommodation.
- Knowledge of office terminology, procedures and equipment; and of business arithmetic and English.
- Ability to operate standard office equipment including typewriters, personal computers, copiers, calculators and adding machines.
- Ability to understand and follow oral and written instructions.
- Ability to make decisions in accordance with established policies and procedures.
- Ability to maintain an effective working relationship with co-workers.
- Ability to conduct oneself with tact and courtesy.