



COALINGA-HURON LIBRARY DISTRICT
Job Description
Technical Services Clerk (1 FTE)

POSITION SUMMARY

The Technical Services Clerk receives oral and/or written instruction from the Technical Services Specialist. Duties include receiving materials, processing new materials; preparing materials received for placement in the library collection; linking of new materials prior to circulation. Fixes and mends books and other materials as needed.

This position reports to the Director of Library Services.

SALARY SCHEDULE: Library Staff

WORKING CONDITIONS

- A. Requires working weekends and/or evenings.
- B. Requires ability to use physical strength and agility on a continual basis, including lifting objects frequently weighing up to 30 pounds, and may require constant standing.

DUTIES AND RESPONSIBILITIES

- ❖ Attaches cover and labels on all materials that leave the Technical Services Department.
- ❖ Processes all materials after they have been weeded, removing them from circulation.
- ❖ Mends library material that does not need to be sent to the bindery.
- ❖ Maintains appearance of collection area.
- ❖ Shelves books when required.
- ❖ Assists patrons.
- ❖ Provides backup at the circulation desk.
- ❖ Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma or equivalent plus prior 3 months clerical experience and basic computer knowledge.