

Chatham Area Public Library District

JOB DESCRIPTION

Title: Technical Services Clerical Assistant
Title of Supervisor: Technical Services Supervisor

Description: Under the supervision of the Technical Services Supervisor, the Technical Services Assistant will perform technical and clerical tasks relating to the preparation and disposition of designated library materials for use by the public.

JOB DUTIES AND RESPONSIBILITIES

Duties:

- Acquire and maintain a thorough understanding of local processing procedures
- Prepare designated items for the library's collection by preparing and affixing classifying labels and stickers, adding reinforcing tape, book jacket covers, pockets, and protective cases, and performing other processing as needed
- Coordinate and prioritize tasks effectively to ensure prompt availability of all library materials
- Assist in collection development by providing reports to those ordering materials
- Assist with collection maintenance projects throughout the library
- Complete tasks related to the withdrawal of items
- Monitor inventory of processing supplies and request restocking as necessary
- Reprocess and clean items as needed
- Assist with special projects as needed
- Participate in staff meetings and training

Knowledge, Skills and Abilities:

- High school diploma or GED required: Bachelor's degree preferred
- Ability to use the Microsoft Office suite and the Internet, including online databases and email required; experience in using the Polaris ILS preferred
- Ability to process library items according to a very high standard of neatness, accuracy, and functionality
- Advanced organizational and analytical skills and excellent attention to detail
- Ability to organize workspace and workflow and ability to stay on task in a busy work environment
- Ability to perform routine clerical and record-keeping tasks repetitively and efficiently
- Ability to type and perform data entry work in a prompt, neat, efficient and accurate manner
- Ability to communicate effectively with others as a member of a team and to maintain positive working relationships with co-workers and administrator

- Ability to maintain reliable schedule and regular attendance
- Ability to work with minimal supervision

WORKING CONDITIONS

- Normal library working conditions
- Various repetitive actions and extensive use of computer monitors and keyboards
- Occasional lifting and carrying of light to moderately heavy materials.

This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

Revised 7/12/17