



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Media Center Clerk

(Rev. 12/17/2012, Rev. 04/28/2016)

- Qualifications:
1. High school diploma; minimum of 60 college credits; secretarial training
  2. Knowledge of automated office equipment and excellent secretarial skills
  3. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status
  4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
  5. Substitute certification required

Reports To: Building Principal

Supervises: Student Aides

Job Goal: Provide secretarial services in an organized and professional manner.

Performance Responsibilities:

1. Clerical Responsibilities:
  - a. Process orders and reports
  - b. Duplicate materials
  - c. Enter data, including changes, into automation system
  - d. Maintain patron records
  - e. Organize and distribute overdue notices
  - f. Collect overdue materials and payment for lost materials
  - g. Maintain financial records and deposit money with Business Office
  - h. Assist with producing media center forms
  - i. Assist with filing materials including reports and catalogs
  - j. Assist with shelf straightening and organizing books and other materials
  - k. Assist with inventory
  - l. Process periodicals, including checking-in, typing labels, and shelving
  - m. Maintain periodical collection
  - n. Answer the telephone
  - o. Sort mail
  - p. Process and track inter-library loans
2. Technical:
  - a. Turn on equipment at beginning of the day
  - b. Maintain audio-visual catalog
  - c. Process new materials including attaching bar codes, typing pockets, typing spine labels and covering books
  - d. Assist with replenishing supplies and troubleshooting problems with computers and other equipment
  - e. Mend damaged materials



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Media Center Clerk

(Rev. 12/17/2012, Rev. 04/28/2016)

- 
- f. Distribute and collect audio-visual materials from county AVA center
  - g. Run a weekly back-up of automation system
  - h. Run monthly and yearly reports

3. Other:

- a. Assist media center specialist with student needs
- b. Monitor students when directed
- c. Perform other media center duties as needed
- d. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	July 1 to June 30
Job Family	Secretary
Pay Grade/Compensation Structure:	G15
Evaluation:	In accordance with Board policy
Job Code:	9300