

CLASSIFIED JOB DESCRIPTION

CLERK-TYPIST II--INSTRUCTIONAL MEDIA CENTER (IMC)

JOB SUMMARY:

Under immediate supervision, performs a variety of clerical tasks of average difficulty and complexity according to specific routines. Covers various IMC positions when needed and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Assists school and library staff by providing information related to library and IMC procedures.
- Assists in the receipt of materials from publishers.
- Enters information into library management software.
- Files authority and order cards in Dewey order.
- Receives inventory reports from schools and updates Union catalog.
- Performs applicable tasks in the processing of new materials for schools and IMC collections.
- Covers various positions within the IMC when needed.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful clerical experience at the level of Clerk-Typist I or equivalent and experience in school or District level media centers; successful completion of District clerical test; high school diploma or equivalent.
- Ability to understand and follow oral and written directions; work cooperatively with those contacted in the course of work; type at a speed of 45 net words per minute; perform a variety of responsible multi-media clerical tasks of moderate difficulty, including the lifting and unpacking of moderately heavy materials; communicate and interact effectively and professionally under pressure.
- Knowledge of modern media center terminology practices, techniques, and procedures including specific library automation software, such as Unison Circulation Plus and other applicable software programs; Dewey Decimal System; library filing rules; correct English usage, spelling, and punctuation; Windows-based software and equipment; experience entering MARC record information into appropriate software programs is required.
- High school diploma or GED required. Preferably, with at least one year of recent school/central media center library experience.

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Classified Salary Schedule: Range 20
BOARD APPROVED: 2/6/01
7/18/23
08/09/2023