

CLASSIFIED JOB DESCRIPTION

CATALOGING TECHNICIAN

JOB SUMMARY:

Under general supervision, performs a wide variety of office/clerical and technology related duties of moderate difficulty, and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Processes book orders.
- Performs copy cataloging.
- Attaches copies to MARC records in Union Catalog.
- Transfers records to school databases.
- Maintains processing statistics.
- Provides assistance to school library staff.
- Assists in the receipt of materials from publishers/vendors.
- Enters information into library management programs.
- Files order cards.
- Receives inventory reports from schools and updates Union Catalog.
- Works with warehouse personnel for delivery and pick up of pallets.
- Maneuvers pallets using pallet jack for more efficient use of warehouse space.
- Performs other clerical duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful full-time clerical experience at Clerk-Typist II or equivalent level.
- Ability to perform a variety of clerical and technology-related work; understand and follow oral and written directions; work cooperatively with school and other department personnel; and type at a minimum rate of 45 net words per minute.
- Knowledge of technology-related equipment; office practices and procedures, including preparation of forms, correspondence, filing, and general office equipment operation including spreadsheets and word processing; and correct English usage.
- High school diploma or GED required. Preferably including or supplemented by courses in library or office practices and procedures.

Classified Salary Schedule: Range 26
BOARD APPROVED: 5/20/97
REVISION DATES: 10/15/02
4/19/05
7/18/23
08/09/2023