

**HIGH SCHOOL LIBRARY MEDIA CLERK**

**DEFINITION**

Under general supervision, to perform varied clerical and paraprofessional functions in a high school media center; and to provide assistance to staff and students in the use of the media center.

**EXAMPLES OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Receives and processes library books, periodicals, and other media.
2. Receives, distributes and collects textbooks; schedules textbook distribution and collection.
3. Maintains an automated circulation and cataloguing system.
4. Prepares book labels, shelf lists, bibliographies, memos, and various records.
5. Assists students and staff in locating media center materials; assists in the direction and supervision of volunteers; supervises students in the library and computer lab.
6. Demonstrates and explains an automated cataloging system; assists students to access research materials using CD ROM and the Internet.
7. Notifies students of overdue materials and collects fines; processes refund requests.
8. Assists with the inventory of media center materials and office supplies.
9. Performs minor repairs on damaged books.
10. Lifts, shelves, and boxes books.
11. May schedule use of audio visual equipment or computer lab..
12. Operate a variety of library office equipment including computer, typewriter, recorder, etc.
13. Performs other related duties as required.

**QUALIFICATIONS**

**Knowledge of:**

Basic media center methods and procedures; standard media center equipment including personal computers; student behavior management strategies and techniques; correct English usage, spelling, grammar and punctuation.

**Ability to:**

Perform library clerical functions, including circulation and distribution; assist students in computer searches; type or enter data at a speed necessary for successful job performance; communicate effectively in oral and written form; have an understanding and appreciation of human diversity understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

**Education/Experience:**

Any combination equivalent to: Completion of the twelfth grade; media center experience desired.

**License/Certificate Requirement:**

Possession of a valid California Driver's License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard library setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a library setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, grasp, and twist; to lift, carry, push, and/or pull moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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