

CALIFORNIA MILITARY INSTITUTE

Board approved: July 21, 2010
Salary Schedule: 281; Row: 1

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: **LIBRARY CLERK**

JOB PURPOSE STATEMENT: Under the general supervision of the Principal or designee, performs complex and specialized library and informational media work without direct supervision of a certificated librarian.

JOB FUNCTIONS:

- Assists in the processing and distribution of various books and media to provide requested classroom reference materials.
- Assists classes in a variety of formats to promote the use and enjoyment of literature and research technology.
- Assists in the instruction of students to educate them on the proper use of the library resources including, but not limited to, library classification systems, electronic research methods, use of the internet and other educational resources.
- Assists in the inventory of equipment and materials in the library collection to document losses and/or maintain availability of materials.
- Assists in processing orders (e.g., books, periodicals, etc.) to maintain library collection controls.
- Researches availability of materials and media to select appropriate items.
- Maintains automated circulation and distribution systems; books; bulletin board; and other library displays.
- Participates in meetings of library personnel to communicate information and gain feedback and/or direction on a variety of issues.
- Repairs and mends damaged books and other instructional materials.
- Receives and receipts monies for missing or misused books.
- Assists in the weeding of the library collection.

JOB FUNCTIONS – continued

- Performs minor repairs on equipment.
- Maintains detailed and accurate records.
- Monitors student behavior.
- Knows library control systems (i.e. Dewey Decimal Classification System, etc.).
- Operates standard office equipment including use of computer applications; and audio-visual equipment.
- Uses English in both written and verbal form; correct spelling, grammar, and punctuation.
- Computes simple mathematical problems.
- Demonstrates organizational skills.
- Performs other related duties as assigned or needed.
- Establish and maintain effective working relationships with others.
- Maintain consistent, punctual and regular attendance.

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and audio-visual machines in a safe and effective manner

PHYSICAL ABILITIES – continued

- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma (G.E.D.)
- Successful completion of two (2) formal college courses in library technician or assistant training desirable

Experience:

- One year of experience in library work preferred

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 35 corrected words per minute (not valid if older than one year prior to date of application)
- Computer skills to effectively perform the job functions
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Non-Union Position