



JOB DESCRIPTION

Position Title: Technical Services Clerk / Discarding

Classification: 4

Supervisor Title: Technical Services Manager

FLSA Status: Non-Exempt

REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to work pleasantly and effectively with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to communicate clearly.
4. Ability to use various technologies to complete work.
5. Ability to follow library policies and procedures.
6. Ability to work independently and productively.
7. Ability to understand, practice and demonstrate the library's Standards of Excellence for Public Service.

POSITION SUMMARY

Under the supervision of Technical Services Manager, the Clerk/Discarding withdraws library materials from the online catalog and physically processes these items for discard. May assist with the processing of books and media materials for use by patrons. Repairs damaged materials.

REQUIREMENTS FOR THIS POSITION

1. Basic knowledge of library software and computer skills.
2. Operates a variety of standard office machines, i.e., photocopier, tape dispenser, labeling machine and paper cutter.
3. Work with detail, precision and accuracy.

EDUCATION/EXPERIENCE REQUIRED

Knowledge, skill and mental development equivalent to the completion of a high school education.

ESSENTIAL FUNCTIONS

1. Transfers library materials from discard shelves onto library cart. Pushes cart to computer workstation. Lifts material from cart, scans library barcode and

- performs computer procedures for withdrawing item from the online catalog.
2. Processes materials for withdrawal from library building. This includes stamping discarded on the material and marking call number label to show withdrawal. Once completed, transfers material back to library cart and pushes the cart to the donation area. Separates material by placing items on donation carts and tosses damaged items into discard bins.
 3. May assist with processing and preparing books for use by library patrons; stamps books with library's name and address, stamps date in book, types labels and attaches a variety of labels in the appropriate places, and inserts security strips.
 4. May assist with preparing and processing AV items, puzzles and kits for use by library patrons, including attaching identification and security devices, warning labels; placing such in labeled plastic bags, cases or albums with attached warning and security devices.
 5. May assist with maintaining and cleaning books; tapes torn pages, erases pencil marks, cleans dust jackets, apply covers, replaces missing pages, makes new spine labels, adds security strips when necessary, makes pockets, tips in pages; repairs books with loose or torn bindings; inserts adhesive strips between the book's binding and cover, and inspects the quality of the finished binding.
 6. May assist with repairing and replacing torn, lost or defaced identification, property and warning labels, zebra labels, security strips, plastic bags, cases, albums and items attached to audiovisual material.
 7. Participates in relevant training, continuing education and/or professional development.
 8. Performs other duties as assigned.

PHYSICAL REQUIREMENTS

1. Frequent sitting, some walking.
2. Lifting 35 lbs., bending, stooping, climbing, pushing, pulling up to 75 lbs., reaching, handling, and fine manipulation skills.
3. Vision for near and far.