

LA LAW LIBRARY JOB DESCRIPTION

Title:	Library Clerk
Department:	Collection Management Services (CMS)
Focus:	Collection Maintenance
Reports to:	Collection Maintenance Supervisor
Position(s) Supervised:	None
FLSA Status:	Nonexempt
Salary Grade:	2
Union Status:	Eligible for Representation
Effective Date:	

Position Summary

Processes library materials in all formats in a timely fashion; performs clerical tasks on record management in Collection Management Services.

Responsibilities and Duties

The following activities are within the responsibilities of the Collection Management Clerk performed under general supervision per established guidelines.

Assists Collection Maintenance Supervisor with CMS record management; processing library materials; and managing supplies

- Processes library materials in all formats, such as print, audio, visual, CD-ROMs, and DVDs, etc., to be shelf-ready, including labeling, property-stamping, targeting, and barcoding
- Applies appropriate binding treatment to unbound materials under supervision
- Performs repairs on damaged items and follows preservation standards
- Checks shelves or pulls materials as instructed
- Maintains and organizes materials in the Duplicates collection
- Manages and fulfills supplies requests for CMS staff
- Provides backup coverage for Mailroom activities

Assists Serials and Acquisitions staff with record management, serials check-ins, and replacement orders:

- Routinely searches various databases such as local Integrated Library System (ILS), bibliographic databases, and publishers web sites
- Creates and receives routine orders and invoices
- Searches the Duplicates collection when replacements are needed

- Works closely with CMS staff in problem solving missing pages, etc.
- Manages replacement page requests, by ordering, claiming, and fulfilling
- Orders and maintains files on replacement pages and binders
- Checks-in designated materials in the local ILS, and claims skipped issues
- Creates simple invoices in the local ILS
- Updates local ILS records such as item, holdings and bibliographic records under supervision
- Files various records such as correspondence, invoices, etc.
- Searches invoices to assist in problem solving account statements
- Organizes invoices approved by CMS staff and submits with Navision file to Finance staff
- Processes and files GPO materials
- Other assignments as needed

Hours will depend on agreed upon schedule to meet Library operational needs.

Position Qualifications

Required:

- High school diploma or GED minimum requirement
- One to three years of library work experience or general office environment experience
- Work in a team environment with diverse staff
- Read and interpret procedures
- Communicate effectively with vendors and staff
- Operate proficiently general office and library equipment including personal computer and software programs typically associated with library operations
- Demonstrate an aptitude for complex, analytical, detailed work
- Understand the Library filing system in order to effectively sort, organize, alphabetize, and file

Preferred:

- 2+ years previous experience in a law library or law firm and associate degree

Work Environment

Will be working in a busy office environment.

Physical Abilities Required

- Requires the ability to lift, push, pull up to 50 lbs.
- May require bending, stooping, reaching, twisting and crawling
- Must be able to move from one job location to another
- Some exposure to adverse environmental conditions such as dust and/or odors
- Sitting at a desk for long periods of 45+ min. may be required
- Extensive use of a computer, keyboard, and mouse

Approvals

_____ Immediate Supervisor	_____ Date	_____ Senior Director	_____ Date
_____ Human Resources	_____ Date	_____ Executive Director	_____ Date

Statement of Employee

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature _____ Date _____

Print Name _____

Distribution: Original - Human Resources, Copies - Supervisor, Employee