

# JOIN THE LA LAW LIBRARY TEAM!

## LIBRARY CLERK - FACILITIES

### **ABOUT US**

LA Law Library is the second largest public law library in the United States and a vibrant community education center, providing public access to legal knowledge and putting national and international sources of law into the hands of those seeking legal information. In addition to acting as the curator and cultivator of a superior collection of legal resources comprised of nearly one million volume equivalents -- including one of the nation's largest foreign and international law collections, LA Law Library serves a gateway to legal information and a navigator facilitating access to the legal system for those who do not have or cannot afford legal representation.

If you are a well-organized and energetic individual who welcomes the idea of working for the public good and collaborating with a highly skilled group in a quick-paced environment, then we have a position for you!

### **POSITION SUMMARY**

The Library Clerk will provide support to the development and maintenance of the Mail Room to ensure accuracy and timeliness for all mail, supplies, and equipment deliverables and receipts into the Library and performs various maintenance tasks facility wide. The Library Clerk reports to the Facilities Manager and is a non-exempt (hourly) full-time position.

To be considered for this position you must possess the following:

- High School diploma or GED
- 1 to 2 years experience in general clerical work.
- Ability to operate/utilize general office equipment, library equipment, personal computer and software programs typically associated with library operations.
- Requires an aptitude for detailed and accurate work. Ability to effectively sort, organize, alphabetize, and file.
- Ability to work in a team environment with diverse staff.
- Must be customer focused, possess the ability to remain calm under pressure.

### **Preferred**

- Prefer previous experience in a Mail Room setting.

For a complete list of responsibilities for this unique position and instructions on how to apply please visit <http://www.lalawlibrary.org/careers> today.

LA Law Library is an equal opportunity employer who actively supports diversity in the workplace.

## LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	<b>Library Clerk</b>
<b>Department:</b>	<b>Facilities</b>
<b>Focus:</b>	<b>Mail Room</b>
<b>Reports to:</b>	<b>Facilities Manager</b>
<b>Position(s) Supervised:</b>	<b>None</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Salary Grade:</b>	<b>2</b>
<b>Union Status:</b>	<b>Eligible for Representation</b>
<b>Effective Date:</b>	<b>January 21, 2015</b>

### Position Summary

Supports the development and maintenance of the Mail Room to ensure accuracy and timeliness for all mail, supplies, and equipment deliverables and receipts into the Library and performs various maintenance tasks facility wide.

### Responsibilities and Duties

The following activities are within the responsibilities of the Administrative Mail Room Clerk working under general supervision:

#### Facilities and Events

- Set up the training center and other facilities for external and internal events, classes, and meetings.
- Work closely with Executive Office and Communications to execute plans for special events including assisting third party caterers, bartenders, musicians, etc.
- Assist with post-event breakdown and cleanup.
- Replaces batteries, light bulbs and water filters facility wide.

#### Maintain internal mail distribution processes:

- Support the development and maintenance of Mailroom Delivery processes to insure they're updated and accurate
- Establish mail delivery schedule to meet customer needs
- Establish set time for mail that is picked up to be sent out
- Be the primary contact for FedEx, UPS and other courier service shipments to ensure accuracy of paperwork and timeliness of pick ups

Design / develop tracking records for the following types of Library receipts:

- Incoming checks
- Briefs
- Supplies / inventory

Distribute internal mail / supplies:

- Sort mail identifying areas for delivery
- Maintain daily check/receipts log ins
- Deliver checks/receipts to Circulation daily
- Box advertisements from Ref/Res for routing
- Supports the boxing and preparation of materials for shipment to Branches

Focal point for all County / Court warrants, County Administration Office deliverables, and any other outside source deliveries:

- Receive all phone calls from County/Courts and coordinate pickup and delivery to the Library
- Facilitate final delivery to appropriate Division/Department within the Library
- Support various projects as assigned

Supports Facility Inventory Control

- Assists with maintaining inventory control spreadsheet
- Restocks supplies as needed
- Communicates low volume inventory in a timely manner

Completes shelf-ready processing:

- Applies barcodes
- Stamps and completes processing for appropriate materials

**Position Qualifications**

- Ability to operate/utilize general office equipment, library equipment, personal computer and software programs typically associated with library operations.
- Requires an aptitude for detailed and accurate work. Ability to effectively sort, organize, alphabetize, and file.
- Ability to work in a team environment with diverse staff.
- Must be customer focused, possess the ability to remain calm under pressure.

**Required**

- High School diploma or GED
- 1 to 2 years experience in general clerical work.

**Preferred**

- Prefer previous experience in a Mail Room setting.

**Work Environment**

Will be working in a busy Mail Room environment and performing maintenance tasks facility wide.

**Physical Abilities Required**

- Requires the ability to lift, push, and pull up to 50 lbs.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Use of light power tools to perform facility related tasks.
- Requires climbing and standing on a ladder to perform facility related tasks.

**Approvals**

_____	_____	_____	_____
<b>Immediate Supervisor</b>	<b>Date</b>	<b>Senior Director</b>	<b>Date</b>
_____	_____	_____	_____
<b>Human Resources</b>	<b>Date</b>	<b>Executive Director</b>	<b>Date</b>

**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