

South Texas College

Job Announcement 2024-5022

Title: Library Clerk (Part-Time Temporary)

Dept: Library Services

Reports to: Librarian II, Librarian III, or Associate Dean of Library Services

Pay Grade: Part-time

Salary Range: Minimum \$15.00/Hour

Campus: Mid-Valley

FLSA Status: Non-Exempt/Hourly

General Statement of Job

The Library Clerk provides exceptional customer service to library patrons and facilitates utilization of library resources.

Specific Duties and Responsibilities

Essential Functions:

1. Works different services desks as assigned and provides a positive, friendly, and knowledgeable impression of the library and the College.
2. Checks out and checks in library materials and study rooms.
3. Shelves books, serials, etc.
4. Assists in receiving and processing library materials.
5. Assists with collection maintenance activities.
6. Pick-up mail from Mail Room, receives, sorts, and routes department mail.
7. Assists with annual inventory.
8. Collects fines.
9. Answers directional questions.
10. Maintains cleanliness of patron work areas, library shelves, service desks, and personal workspaces.
11. Assists collecting and submitting gate count readings.
12. Assists unlocking and securing library entrances.
13. Performs other duties as assigned.

Required Education and Experience

1. High school diploma or GED required; college certificate or 30 college hours, preferred.
2. Recent library experience, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Strong background in computers and office automation, including Microsoft Office Suite including Excel, PowerPoint, and knowledge of the Windows environment.
3. Ability to perform basic office skills.

4. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
5. Ability to work independently as well as a team player within department and with others.
6. Demonstrated commitment to achieving the vision and mission of South Texas College.
7. Ability to read and comprehend simple instructions, short correspondence, and memos.
8. Ability to write simple correspondence.
9. Ability to effectively present information in one-on-one and small group situations to students, faculty, customers, clients, and other employees of the organization.
10. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
11. Ability to deal with problems involving several concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to federal background check.

Physical Requirements

1. Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently to move objects.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Picking, holding, or otherwise working, primarily with the whole hand.
7. Perceiving the nature of sounds at normal speaking levels with or without correction.
8. Ability to receive detailed information through oral communication and to make the discrimination in sound.
9. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
10. Ability to make rational decisions through sound logic and deductive processes.
11. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
12. Sitting and standing particularly for sustained periods of time.
13. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
14. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

15. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
16. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

HOW TO APPLY: Submit a South Texas College application, letter of intent, resume, and copies of transcripts (official transcripts required if hired) to:

**SOUTH TEXAS COLLEGE
OFFICE OF HUMAN RESOURCES
2501 W. Pecan Blvd.
McAllen, TX 78501**

South Texas College is an equal education and equal employment opportunity/affirmative action employer. South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.