

South Texas College

Job Announcement 2019-5004

Title: Library Clerk (Part-time Temporary)

Department: Library Services

Reports to: Librarian III

Campus: Mid-Valley

Pay Grade: Part-time

Salary Range: Minimum \$8.00/Hour

FLSA Status: Non-Exempt/Hourly

General Statement of Job

The Library Clerk performs routine clerical duties in support of the department.

Specific Duties and Responsibilities

Essential Functions:

1. Works different services desks.
2. Checks out and checks in library materials and study rooms.
3. Shelves books, magazines, etc.
4. Assists in receiving and processing library materials.
5. Assists with collection maintenance activities.
6. Assists in receiving and delivering Library Services mail.
7. Assists with annual inventory.
8. Collects fines.
9. Answers directional questions.
10. 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 word processing, spreadsheets, database, 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 ability to interact effectively with a diverse, multi-cultural student population.
7. Demonstrated commitment to achieving the vision and mission of South Texas

College.

8. Ability to read and comprehend simple instructions, short correspondence, and memos.
9. Ability to write simple correspondence.
10. Ability to effectively present information in one-on-one and small group situations to students, customers, clients, and other employees of the organization.
11. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
12. Ability to deal with problems involving several concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a national criminal background check under South Texas College policy.
2. Security Sensitive position: 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. 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, copies of transcripts (official transcripts required if hired) and a list of five professional references with addresses and phone numbers to:

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

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