



JOB TITLE	DEPARTMENT	REPORTS TO
Media Clerk	School Based	Principal

Position No: 62093	Length of Work Year: 10 Months
Salary Schedule: C03	Date Approved: 8/26/97
FSLA: Non-exempt	Date Revised: 5/14/14; 9/23/20

JOB GOAL
To perform routine library work in connection with library operations and clerical duties.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent with course work in typing or other commercial subjects.
2. Knowledge of library practices and procedures as well as clerical routine and operation of standard office equipment.
3. General office skills, word processing and data entry proficiency tests.
4. T.A.B.E. test, passing score on a rigorous locally identified, or successful completion of nine (9) nonremedial college credit hours (AA/AS or higher will satisfy)
5. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. To make books and materials shelf ready.
2. To assist students, staff, and other patrons with the selection and circulation of books and other materials.
3. To assist with reference and research of print and non-print materials.
4. To file books and non-print materials on shelves.
5. To operate and assist students and teachers with the use of technology.
6. To generate reports as needed.
7. To perform assigned tasks in a timely and efficient manner.
8. To perform assigned tasks with a high level of quality.
9. To perform other duties as assigned by the school principal.

PHYSICAL DEMAND CLASS:

Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry\ our duties.