Title: **Library Clerk (Part-time Temporary)**

Department: Library Services

Pay Grade: Part-time

Reports to: Director of Library Services

Salary Range: Minimum $7.50/Hour

Campus: Nursing and Allied Health

FLSA Status: Non-Exempt/Hourly

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**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 with annual inventory.
5. Collects fines.
6. Answers directional questions.
7. 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. Ability to perform basic office skills.
3. Excellent customer service skills.
4. Excellent organizational skills.
5. Strong background in computers and office automation, including word processing, spreadsheets, database, Excel, PowerPoint and knowledge of the Windows environment.
6. Ability to work independently as well as a team player within department and with others.
7. Demonstrated ability to interact effectively with a diverse, multi-cultural student population.
8. Demonstrated commitment to the community college philosophy of education.
Library Clerk

9. Ability to read and comprehend simple instructions, short correspondence, and memos.
10. Ability to write simple correspondence.
11. Ability to effectively present information in one-on-one and small group situations to students, customers, clients, and other employees of the organization.
12. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
13. 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 STC policy.

Physical Requirements

1. Exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
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. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
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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.

*Security sensitive position.

**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**

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, age, sex, gender, disability, genetic information, or veteran status.