RESOURCE MATERIALS CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of Director of Enrollee Services, the incumbent is responsible for performing routine clerical and recording duties in connection with the copying and distribution of resource materials. The work does not require previous library training or knowledge of library techniques. Procedures are generally standardized with detailed instructions given for new or difficult assignments. Supervision of others is not usually a responsibility of this position.

TYPICAL WORK ACTIVITIES:

- Opens and sorts resource materials;
- Enters and retrieves information in an automated information system;
- Prepares invoices and other order forms, and files cards;
- Assists in maintaining an adequate inventory of books and supplies;
- Prepares material for addition to the collection and for shelving;
- Labels resource materials in accordance with established procedures;
- Secures special books and other resource materials as requested;
- Repairs resource materials;
- Provides information to users;
- May set-up audio-visual equipment;
- Distributes books, periodicals, media, etc.,
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of office terminology, procedures, personal computers and office equipment;
- Ability to understand and follow simple oral and written directions;
- Ability to perform simple arithmetic computations;
- Ability to work well with others;
- Ability to write legibly;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a high school or equivalency diploma and either:
(A) One (1) year of general clerical experience after graduation; OR

(B) Satisfactory completion of 15 credits at a regionally accredited college or business school may be substituted for the above experience; OR

(C) A satisfactory equivalent combination of training and experience as defined by the limits of (A) and (B) above.