



Clerical Assistant

Employee Job Description

JOB TITLE: Clerical Assistant - Library Services

DAYS WORKED: 226

REPORTS TO: Director of Library Services

ASSIGNMENT: Service Center

DATE REVISED: November 2023

PRIMARY PURPOSE:

To provide assistance to MISD Librarians in processing library materials for campus collections and other clerical duties as needed.

Education/Certification:

- High School Diploma/GED

Special Knowledge/Skills:

- Exhibit effective working relationships with staff and school community.
- Knowledge of basic computer programs and keyboarding skills.

Experience:

- None

MAJOR RESPONSIBILITIES AND DUTIES:

- Receive shipments of books/audio visual materials and check for accuracy.
- Pull packing slips from all orders for every campus.
- Sort orders according to each school.
- Verify back orders are received and matched to original invoices.
- Process books and AV materials.
- Retrieve electronic catalog record and add or edit book listing.

- Ready books for delivery to campus.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- None

WORKING CONDITIONS:**Mental Demands:**

- Reading and comprehending simple instructions, short correspondence and memos.
- Writing simple correspondence.
- Adding and subtracting two digit numbers and to multiply and divide with 10s and 100s.
- Applying simple understanding to carry out detailed, but basic written/oral instructions.

Physical Demands/Environmental Factors:

- Pushing/pulling book carts on wheels up to 90 lbs.
- Lifting /moving boxes weighing up to 50 lbs.
- Reaching with hands and arms and frequently repeating the same hand, arm, or finger motion.
- Long periods of computer use.
- Moderate noise level in the work environment.