



**Position Title:** Part-Time Library Clerk

**Job Code:** 8300

**Grade:** C1

**Reports To:** Library Director or Assistant Director or Associate  
Instructors

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Library Clerk performs a wide variety of library and clerical tasks.

**Duties & Responsibilities:**

- Provides Library Director with information on the operation of the office
- Creates and maintains office files
- Compiles and produces the library monthly report using a variety of computer programs such as, Microsoft Word, Excel, Access, etc.
- Provides assistance with inventory of the library collection using the online library system
- Assists library users in locating materials in our collection and provides basic information
- Provides coverage at the Service Desks
- Maintains and adheres to College policies and procedures
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Two (2) years of experience in advanced clerical work, or any combination of experience and training
- Possess computer skills and knowledge of Microsoft Word and Excel are essential
- Must be able to communicate effectively with the public using poise, tact and courtesy
- Must have excellent organizational skills
- Multi-lingual skills preferred
- May require evening and Saturday coverage
- Knowledge of MDC rules, policies and procedures

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name