NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Technical Services Clerk

Department: Learning Resource Center  
Job Status: Full Time
FLSA Status: Exempt  
Reports To: Director of the LRC
Grade/Level: Classified  
Amount of Travel Required: As needed
Work Schedule: Monday - Thursday 8AM - 6PM  
Positions Supervised: None
Friday 8AM - 12PM  
Or as assigned by the supervisor  
Contract Length: 12 months

GENERAL STATEMENT OF DUTIES:
Under supervision of the Director of the Learning Resource Center (LRC), perform tasks related to technical services and collection maintenance and perform other duties as requested.

MAJOR RESPONSIBILITIES:

Cataloging and Processing:
• Catalog and classify print and non-print materials (excludes original cataloging) using OCLC, Anglo-American Cataloguing Rules, Library of Congress Subject Headings, and Library of Congress Classification schedules; be familiar with current cataloging and classification practices using these and other sources.
• Using the Cataloging module of the SirsiDynix integrated library system, create and maintain accurate title, volume, and copy records for library materials. The use of SirsiDynix regularly, though not exclusively, involves the system-specific tasks of adding, maintaining, transferring, duplicating, and removing titles, volumes, and copies.
• In consultation with library staff, identify and troubleshoot workflow problems related to the use of the SirsiDynix integrated library system.
• Using OCLC Connexion software, select and edit matching OCLC machine-readable cataloging (MARC) records for all cataloged materials, including barcoding, labeling, identification stamping, and security coding.
• Develop and implement new check in procedures for selected current and standing orders.

Collection Maintenance:
• Inventory and weed periodical collection.
• Discard superseded materials as requested by professional staff.
• Transfer materials between collections as requested by professional staff.
• Maintain holdings in selected collections, including but not limited to periodicals, microfiche, audiovisual archives, un-catalogued materials, and materials waiting processing.
• Compile and maintain holdings lists for periodicals, microfiche, and un-catalogued audiovisual materials.
• Sort through gift books, periodicals, and audiovisual material and select items for addition to collection; dispose of inappropriate or unusable material in accordance with established LRC policy.
• Process faculty requests for rental and preview of films and videos; arrange for purchase or return, as determined by faculty and librarians, of on-approval audiovisual materials.
Periodicals and Newspapers:
• Receive, process, and check in periodicals and newspapers; claim missing issues; affix magnetic security strips.
• Keep track of most recently received periodical and newspaper issues shelved in current reading area and transfer older issues to shelves according to LRC policy.
• Compile and maintain duplicate exchange list for periodicals.
• Order sample periodicals as requested by faculty.
Training and Supervision:
• Interview, train, schedule, supervise, and evaluate student assistants in all aspects of technical services work.
• Schedule and assign students to receive and check in periodicals, process print and nonprint materials, and inventory and weed periodicals.
Miscellaneous:
• Know the function of all areas of the LRC and be able to assist when required.
• Serve on campus-wide committees as requested by the Executive Vice President for Instruction and/or the President.
• Perform other duties as requested by professional staff

MINIMUM QUALIFICATIONS:

1. Job Knowledge and Skill Requirements:
   a. Knowledge Required:
      Office skills, methods, and procedures; basic computer skills; good interpersonal skills for dealing effectively and cooperatively with staff and public; basic math skills; knowledge of budgeting procedures; understanding of English grammar and usage, business letter writing, spelling, punctuation, and vocabulary; telephone etiquette.
   b. Skills Required:
      Work independently; organize workload for self and student assistants; type 50 words per minute accurately; follow oral and written directions; exercise sound judgment; maintain office records; compose letters; ability to learn and apply LRC and college policies and procedures; work well under stress in an environment of frequent interruptions; show courtesy and tact in dealing with students, faculty, staff, and members of the community; file; operate basic office machines (copier, fax); good computer skills, including familiarity with GUI operating environment (Microsoft Windows preferred); comfortable with technology; adaptable to change; working knowledge of Microsoft Office programs; experience using Internet; experience operating audiovisual equipment; supervisory and training experience.
   2. Physical and Mental Requirements:
      a. Physical Requirements:
         Sedentary; frequent standing, sitting, reaching; extensive walking; occasional lifting (overhead, waist level) from floor, carry; bending; pushing, pulling; frequent near vision for reading; frequent sitting (occasionally long periods of time); frequent hearing use (ordinary conversation level); occasional stressful conditions (cardiovascular).
      b. Mental Requirements:
         Frequent cognitive decision making (lack of mental impairment)
   3. Education and Experience:
      a. Education Required:
         High school degree required; some college desirable
b. Experience Required:
Two years’ experience in a secretarial or clerical position required; supervisory and training experience required; computer experience required.

4. Environmental:
This position is primarily an inside office position with minimal safety/hazard potential.

Signatures:

_____________________________________________ ________________________
Technical Services Clerk       Date

____________________________________________ ________________________
Director of Learning Resources Center       Date

____________________________________________ ________________________
Executive V.P. for Instruction       Date

____________________________________________ ________________________
President       Date