



**JOB DESCRIPTION**  
**District Library Data Processing Clerk**

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The District Library Data Processing Clerk, under the direct supervision of the Director of Instructional Technology and Library Services, prepares materials for use in school libraries, retrieves electronic bibliographic records, inputs data into District union databases and assists with the automation of school libraries.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- One to three months related experience or training plus one year clerical experience

**ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

**KNOWLEDGE / SKILLS / ABILITIES:**

- Proficient typing, keyboarding, and file maintenance skills
- Knowledgeable in general office procedures
- Effective organizational, communication and interpersonal skills
- Ability to work well and in a positive manner with employees

**DUTIES AND RESPONSIBILITIES:**

1. Creates a MARC computer record for all items received without a record using the Library of Congress MARC format including tag fields in order to create records for books, audio visual and computer hardware and Software in the computer database.
2. Creates and maintains a district-wide union catalog in the Follett Destiny library software system using the Dewey Decimal Classification System and AACR2.
3. Orders and receives supplies for the Library Processing Department.
4. Maintains a detailed record of purchase orders and their current status to include coordinating orders and delivery dates with the vendors and insuring that purchase orders are properly invoiced.
5. Prepares all materials to be processed and made shelf ready for the campus libraries to include typing call numbers to labels to be placed on materials, bar coding of the materials, stamping with campus stamp and identifying/stamping all funded items.
6. Provides assistance to campus librarians with databases editing and report writing on a daily basis.
7. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills.

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to communicate effectively (verbally and written), concentrate, understand verbal instructions, read, differentiate, interpret, memorize, compile, and maintain emotional control.

**PHYSICAL DEMANDS:** Ability to lift and/or carry moderate weight (15-44 pounds). Repetitive hand motions and prolonged use of computer.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic office equipment

**Paraprofessional Pay Grade: 3**  
**Days: 226**  
**Wage/Hour Status: Nonexempt**  
**Updated: February 22, 2010**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*