

Spokane County Library District

**CLASSIFICATION: N02**

**POSITION TITLE:** Materials Processing Clerk

**GENERAL PURPOSE:**

Process library materials for circulation.

**POSITION SUMMARY:**

Under the direction of a Cataloging Assistant in Collection Services, the Materials Processing Clerk is responsible for making materials shelf ready for library branches. Checks item status of materials on local computer system. May pack library materials for shipment to their designated library.

**ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Produces and applies call number labels; collection labels, genre labels, and other specialty labels to all library materials; applies dust jackets, lamination, and book tape to all printed material.

May pack library materials for shipment. Places items in shipping room for distribution to their designated library.

Checks item status of materials on local computer system.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with District staff and the public.

**OTHER JOB FUNCTIONS:** Performs other tasks as assigned.

**SELECTION FACTORS:**

(Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

**Knowledge of:**

- Alphabetical and numerical order.
- Personal computers.

**Ability to:**

- Work in a cooperative and respectful manner in a team environment;
- Accept and follow instruction, set priorities, handle details, and work accurately;
- Use initiative, problem solving skills, and judgment;
- Communicate effectively with staff and others both orally and in writing;
- Use a computer to access appropriate information, such as timesheets, email, intranet news.

**MINIMUM QUALIFICATIONS:**

Persons applying for a position of this class should have:

Training, education, and/or experience that would enable an individual to perform the essential job functions; 16 years of age or older.

Working knowledge of personal computers and associated software.

Read and use English and understand numbers.

Should be able to successfully pass a background check.

**TOOLS AND EQUIPMENT USED:**

General office equipment including personal computer with associated office software.  
Common household products to clean and process materials and equipment.

**WORK ENVIRONMENT:**

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting or standing at a desk or computer terminal for extended periods of time. Physical exertion to lift office supplies, books, and other materials; repetitive motion using arms and wrists, bending and stretching to retrieve and sort library materials may also be required. Hearing, speaking, and listening to individuals in person and by telephone; reading materials in print and electronic format; using a keyboard, mouse and viewing a computer monitor is required.

***The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.***

***The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

FLSA Classification: Non-Exempt

Salary Range: N02

Revised: 10/19/07