

Position Title	Collection Services Technician		
Working Title			
FLSA Status	Eligible	Payroll Code	0100
Salary Band	A1	Revision Date	01/2022

**General Purpose**

Under close supervision, receives, sorts, organizes and processes materials and performs routine clerical tasks in support of District operations.

**Illustrative Examples of Duties and Responsibilities**

Receives, sorts and processes new materials:

- Checks materials for defects
- Matches number of items and titles to documentation and sorts/prepares materials for further processing; reports shipment issues to appropriate staff
- Produces and places call number, collection, and other labels on materials
- Applies dust jackets, and book tape to materials, as appropriate

Packs library materials for shipment; places items in shipping room for distribution to designated libraries.

Cleans and disinfects work and common areas during assigned shift.

May perform seasonal tasks such as shoveling snow and spreading ice melt.

Performs other related tasks as assigned.

*The duties listed above are intended only as illustrations of the 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.*

**Supervision**

Reports to	Collection Services Specialist
Supervises	N/A

**Qualifications**

The ideal candidate will have one year of customer service or clerical experience.

*The District may accept an equivalent combination of education and experience in lieu of the above.*

**Necessary Knowledge, Skills & Abilities**

Knowledge of	Principles of alphabetic, numeric and/or alphanumeric order.
	Dewey Decimal system of classification, or the ability to learn to use the system
Skill in	Use of Microsoft Office and other software applications
Ability to	Follow written and oral instructions
	Communicate effectively with staff and others, both orally and in writing
	Consistently demonstrate effective customer service behavior(s);
	Interact in a professional and respectful manner with District staff and the public.
	Maintain confidentiality of customer information.
	Establish and maintain effective working relationships in a team environment.
	Use initiative, problem-solving skills, and sound judgment.
Work quickly and accurately; follow directions; meet deadlines.	

**Work Environment**

Work is performed primarily in an office environment. The noise level is typically quiet to moderate.  
Work may be performed outdoors and exposure to extreme weather conditions may occur.

**Remote Work**

Not eligible for remote work.

**Physical Demands**

An individual performing the duties in this position may be required to stand, walk, stoop, kneel, reach, bend, and/or crouch for extended periods of time; lift and/or grasp up to 40 pounds and/or push/pull objects weighing 50-100 pounds on a wheeled cart or hand truck.

**Special Requirements**

Subject to background check, per policy.

Must have valid driver's license and required insurance when operating a privately owned vehicle for business purposes.

Must be able to travel to various locations to perform work, and/or attend work-related meetings, workshops or conferences.

*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.*