



## TECHNICAL SERVICES CLERK

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**Supervised By:** Technical Services Supervisor

**Position:** Non-exempt

**Location:** Main Library

### General Description

Under general supervision performs general technical services such as receiving, processing, repairing, and adding/deleting materials to library database.

### Primary Responsibilities

- Performs core values to standards set by library (which include Teamwork, Accountability, Work Ethic, Professionalism, and Customer Service).
- Helps maintain an environment in the department that provides for the enjoyable and convenient use of library resources.
- Processes a variety of materials by labeling, covering, adding security, laminating, barcoding, etc.
- Orders supplies and maintains stock of department supplies.
- Performs minor mends and repairs to damaged materials, including using disk cleaning compound.
- Sorts deliveries, prepares/unpacks boxes and bins, and checks deliveries from vendors, other departments, and branches.
- Receives and matches invoices for incoming materials.
- Actively participates in committees, training, and other professional activities.
- Performs all aspects of opening and closing department.
- Provides basic equipment troubleshooting.
- Participates in department routines including, but not limited to, shelving materials, stocking supplies, answering telephone, interacting with vendors, and cleaning up as needed (such as straightening up, tidying, organizing, and light housekeeping)
- Assists in other departments when required.
- Performs other duties as required.

### Other Duties Include

- Assisting in other departments when required.

### Qualifications

- Possess practical judgment and have ability to make objective decisions.
- Ability to arrange items in alphanumeric and/or subject order.
- Possess excellent organizational skills and be detail oriented, with ability to pay close attention to detail and concentrate on work in an environment that has constant periods of interruptions.
- Ability to communicate tactfully and effectively in English (Spanish, sign-language, and other languages helpful): verbally and in writing, with staff and the public, and in person, by telephone, or through electronic medium

**Qualifications (continue)**

- Ability to see and read instructions, documents, materials written in English in print or in electronic formats.
- Ability to perform light physical work and to frequently lift and carry 10 pounds and on occasion up to 25 pounds.
- Possess hand/eye/foot coordination adequate to effectively use office equipment.
- Ability to work in variable environments such as areas that may have fluctuating temperatures and that can be dry, dusty, and/or musty.
- Must be able to sit for long periods throughout the work day, with intermittent periods of that require standing for up to 2 hours at a 39-inch counter, walking, bending, overhead reaching, kneeling, carrying, pushing/pulling, and performing a variety of similar body movements.
- Possess skill in operating a variety of library office equipment (such as integrated library system (ILS), various computers, fax machine, security systems, and copiers as well as familiarity with Microsoft applications) with accuracy and reasonable speed.

**Experience and Training**

- *Preferred:* One year of library experience.  
*Required:* Be at least 16 years of age AND working toward or have earned a high school diploma or GED.
- Proficiency with information management tools such as Windows applications, Microsoft Office, and Internet Explorer required.
- Experience with library procedures preferred.

**Special Requirements**

- May need to possess a valid driver’s license.
- May be required to work nights and weekends, including Sundays.

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**Acknowledgment**

I have read Core Values and this position description. I fully understand the requirements set forth therein. I hereby accept the position of Technical Services Clerk and agree to perform the identified functions in a manner and in accordance with Boyd County Public Library's established procedures and standards.

I understand that my employment is at-will, and thereby understand that my employment may be terminated either by the organization or myself, and that such termination can be made with or without notice.

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[to be signed by successful candidate]  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date