



Little Rock School District

JOB DESCRIPTION

Position Title: Media Clerk

Prepared Date: 12/02/2021

JOB GOAL:

To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

TERMS OF EMPLOYMENT:

Nine and one-fourth (9.25) month (188 days) contract, Pay 802 Grade 03, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience.

FLSA: Non-Exempt

QUALIFICATIONS:

1. Minimum of high school diploma.
2. Typing speed of 45 words per minute with accuracy.
3. Demonstrates aptitude for the work to be performed.
4. Demonstrates the conviction that all children can and will learn in the Little Rock School District.
5. Evidence of strong interpersonal skills.
6. Evidence of strong oral and written communication skills.
7. Evidence of a strong commitment to quality desegregated education.
8. Must display knowledge of word processors and computers.
9. Prior experience in a library is desirable.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Types and processes orders, reports, bibliographies, forms, library schedules, letters to publishers, catalog cards, and the like.
2. Orders and receives books selected for purchase by the librarian.
3. Maintains files of catalog cards, vertical file material, publishers' catalogs, and the like.
4. Makes simple repairs on damaged books and processes more severely damaged books for repair at the bindery.
5. Readies books for reserve on teacher's request, and maintains the back-number stacks.
6. Prepares current magazines for shelving and maintains the back-number stacks.
7. Assists in the annual inventory of library materials, and the preparation of lists of missing books to be discarded.



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8. Shelves incoming books and oversees the general neatness and attractiveness of library and its displays.
9. Maintains current inventory of supplies and suggestions for acquisition as needed.
10. Performs other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.