

Library Clerk
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246113>

Downloaded On: Oct. 6, 2024 7:21am

Posted Sep. 30, 2024, set to expire Oct. 18, 2024

Job Title	Library Clerk
Department	Academic Affairs
Institution	Rancho Santiago Community College District Santa Ana, California
Date Posted	Sep. 30, 2024
Application Deadline	10/18/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Library Clerk

Rancho Santiago Community College District

Salary Range: Grade 6: \$49,768.13 - \$63,631.88

Job Type: Full Time

Job Number: CL24-01026

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Location: Santa Ana, CA

Division: SAC Academic Affairs

Closing: 10/18/2024 5:00 PM Pacific

Job Description

CLASS SUMMARY

Under general supervision - circulates and processes library materials; performs a variety of library clerical, typing and filing duties; demonstrates the use of audio-visual equipment; explains procedures and answers limited reference questions; performs related duties as required.

REPRESENTATIVE DUTIES

Circulates books, periodicals, reserve books, and other library materials; supervises student helpers doing circulation-desk duties, trains and assists them as required; assists students and patrons in locating library materials; answers questions and gives telephone information about library materials; follows up on overdue books and materials, following library procedures; reshelves books and magazines; secures and assists in opening library.

Processes new books, periodicals and library materials by verifying all catalog card information and detail; types cross-reference cards, and types call numbers and other specialized information on cards; oversees and checks student helpers doing typing, cutting and attaching call number labels, gluing pockets, inserting metal detection strips, and covering books; mends and repairs books; searches for call numbers and subject headings; suggests books that should be placed in the Reference section; orders processing supplies; files catalog cards.

Opens and sorts library mail; types orders for supplies; does general typing for librarians; types new book lists; notifies faculty when new books arrive; conducts or assists in library inventory periodically; prepares bibliographies.

Assists patrons by demonstrating such audio-visual equipment as film projectors, tape recorders, microfilm and microfiche reader-printers, videocassette machine, photocopy and similar equipment.

ORGANIZATIONAL RELATIONSHIPS

Positions in this class report to a professional librarian and may be assigned to catalog, circulation, media or other library sections. This class normally supervises student helpers and is responsible for

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learning specialized library procedures and performing them accurately.

KNOWLEDGE AND ABILITIES

Knowledge of: office and clerical techniques; filing, record keeping and record checking methods; oral and written English, grammar, spelling and vocabulary; basic arithmetic functions; office equipment.

Ability to: learn circulation, reference, processing and similar library procedures and perform them accurately; assist patrons in locating and using library materials; perform clerical, checking, filing and records work rapidly and accurately; learn and apply the library classification system; learn, operate and demonstrate various audio-visual equipment; establish and maintain effective working relationships; train and supervise student helpers; ability to alphabetize and do numerical filing and comparing rapidly and accurately. Skills: ability to type copy and figures accurately.

Job Qualifications

MINIMUM QUALIFICATIONS

Training and Experience

Any combination of training and/or experience equivalent to graduation from high school; and one year of office clerical and typing experience, preferably in a library or 12 or more semester units in Library Science.

ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived

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characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

SELECTION CRITERIA

Application Screening Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool. **Interview** Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

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A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. **Application Procedures**To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

Disability AccommodationsIndividuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

Conditions of EmploymentThe selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4673270/library-clerk>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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Contact

Academic Affairs

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