

**FORT BRAGG UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION – LIBRARY TEXTBOOK CLERK**

DEFINITION

Under supervision and directions of a site administrator and/or District Librarian, the Textbook Clerk performs clerical duties.

EXAMPLES OF DUTIES – May include, but are not limited to, the following:

- Issues and recovers textbooks to and from students; orders textbooks as requested by teachers; maintains all records on computer.
- Processes new textbooks for issuing; checks invoice for accurate shipment and resolves errors in shipment if necessary; enters new materials in computer.
- Assesses damaged books; charges student appropriate fines for returns to distributor; repairs books as necessary.
- Prepares and maintains textbook inventory; prepares inventory for school year; replenishes inventory as necessary.
- Maintains textbook room supplies.
- Recommends items for proposed textbook budget.
- Prepares notices, reports and lists as necessary.
- Maintains communication with teachers regarding status of textbook inventory.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Proper English usage, spelling, grammar and punctuation.
- Computer equipment and programs, modern office methods and procedures.

Ability to:

- Perform clerical work of moderate difficulty without close supervision.
- Make arithmetical calculations quickly and accurately.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Is able to work under pressure to complete various textbook clerk duties

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DESIRABLE QUALIFICATIONS

Any combination equivalent to graduation from high school and some clerical experience in the operation of a library which may indicate possessions of the above skills and abilities.

PHYSICAL REQUIREMENTS

- Ability to exert 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Ability to stoop, climb, stand for long periods of time and perform physical labor, physical mobility and stamina to participate in activities which may be strenuous.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Adopted: April 27, 1989
Rev. Board Approved: August 21, 2001
Rev. Board Approved: October 11, 2001