

Jurisdiction: School District
Class: Competitive
Adopted: 6/5/2003

COMPUTER LAB AND LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS:

This is a combined position which requires working in both the School Computer Lab and Library and involves responsibility for performing a variety of non-professional clerical support tasks in accordance with well defined procedures. Duties in the Computer Lab include preparing, maintaining and updating schedules for the use of the Computer Lab; maintaining computer lab inventories; preparing the computer lab for classroom use by filing unused software, turning on computers and peripheral equipment, and for performing routine cleaning and maintenance of the computers. The incumbent corrects simple computer related problems by checking cords and switches to verify that the computer's power is on and refers the more difficult technical problems to a Computer Technician or Specialist. Duties in the School Library include maintaining circulation records, processing new materials, shelving books, and assisting students in the use of library resources, including computers and software titles. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

When assigned to the School Computer Lab

Opens the Computer Lab and prepares the computer workstations by turning on the computers, starting up computers, filing software left out from the previous class and any other related tasks in order to prepare the lab for

use by the teachers and students;

Assists students and teachers with finding the appropriate software, and files unused software at the end of the day;

Makes minor repairs to computers by switching the mouse or keyboards;

Maintains lab records such as attendance logs, usage logs and equipment

Inventories;

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Maintains order and monitors the use of computer equipment in the computer lab;

Checks to determine that all computer lab equipment is in operable condition and sends equipment in need of repair;

Contacts a Computer Technician to troubleshoot technical problems experienced by teachers and students during class time;

Maintains records of passwords and updates changes;

Schedules and monitors computer equipment use outside the lab;

Performs routine equipment cleaning and maintenance tasks

Orders office supplies and maintains inventory of supplies and equipment.

When assigned to the School Library

Aids students in finding and using reference materials;

Shelves returned books, periodicals, and other library materials;

Assist in taking inventory of books, pictures and audio-visual materials;

Maintains basic records of circulation and library materials;

Makes minor repairs to library material and equipment such as gluing circulation slip holders in book covers, mending pages with tape, etc.;

Discards books and materials as directed;

May type and file catalog cards, reports and orders not requiring the services of a skilled typist.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the use and operation of a personal computer and related

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peripheral equipment;

Working knowledge of office terminology, procedures and equipment;

Ability to operate a personal computer and utilize a printer;

Ability to maintain inventory and maintenance records:

Ability to prepare and maintain records, logs and schedules;

Ability to acquire a working knowledge of library rules and procedures;

Ability to read and shelve books and other reference materials;

Ability to understand and follow oral and written instructions;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.