

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Cataloging Clerk	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Educational and School Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	028 OTBS
<b>REVISED:</b>	October 29, 2001		

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**BASIC FUNCTION:**

Perform a variety of library-clerical duties in a centralized library cataloging facility.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Assist in the ordering, assembling, and preparing of books and audiovisual materials for delivery and distribution. **E**

Process and shelve library books, reference books, and audiovisual instructional materials. **E**

Input preliminary cataloging and other information to computer; research computerized bibliographic files. **E**

Prepare labels and cards for library books by computer; prepare computer disks for library automated systems. **E**

Receive new school library books and verify accuracy against purchase orders. **E**

Contact school staff and other departments as necessary. **E**

Maintain materials for delivery and distribution. **E**

Prepare and maintain a variety of records and tallies, and provide data for statistical reports. **E**

Duplicate materials. **E**

May make decisions on repair of used books received from schools for cataloging.

May direct the work of hourly assistants.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to two years of recent full-time, paid office clerical experience including the use of computers and at least six months in a library or an instructional media center.

**LICENSES AND OTHER REQUIREMENTS:**

None.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Library-clerical functions.

Dewey Decimal Classification system and library clerical procedures.

Reading and writing English communication skills.

**ABILITY TO:**

Conduct computerized research and maintain accurate records.

Keyboard at a net corrected speed of 25 words per minute.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

5/96 Issued

Revised 3.23.04—PeopleSoft

Job Code 6016

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