

Civil Division: Schools  
EEO Category: Administrative Support  
Jurisdictional Class: Competitive  
Revised: 09/20/04

### **LIBRARY COMPUTER LAB CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in a school district and involves responsibility for performing a variety of basic non-technical tasks by obtaining materials and equipment for students using the computer lab and library and monitoring their activities. The duties of this class differ from other clerical positions due to the primary emphasis in dealing directly with and aiding individual students or small groups of students. Additionally, this class differs from those of Teacher Aide and Teaching Assistant in that it is not designed to relieve the work of Teachers nor engage in the teaching function. When not engaged in computer activities, incumbents perform library circulation duties. The work is performed under direct supervision of a higher level professional or technical employee. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Troubleshoots equipment by correcting paper jams and reboots computer;  
Contacts equipment vendors for equipment repair;  
Checks books, videos in/out, puts away returns, sets up projectors, catalogs books, videos and CD's;  
Collects returned books, software and related material and files and/or shelves them in appropriate place;  
Monitors student activities and maintains discipline and insures that hardware and software are not misused;  
Keeps order and is responsible for supervision of the students;  
Assists students using computer hardware and software by loading computer disks and starting programs;  
Aides students in finding and using micro-computer and related equipment, software, books and supplies;  
Cleans personal computers, sends equipment for repair and checks out returns;  
Schedules student computer time and coordinates with classroom scheduling;  
Assists professional/technical staff program coordinators in managing the use and care of equipment and supplies;  
May use word processor to type inventories, reports and purchase orders not requiring the services of a skilled Typist;  
Aides in the annual inventory of hardware, software, and related materials;  
Issues computer equipment and software to students from storage areas;  
Maintains simple records of equipment, software, books and supplies;  
Sets Bookmark sites on computers for students;  
Labels hardware and software for identification;  
Enters student passwords and folder in computers.

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

Working knowledge of the operation of micro-computers and software; ability to establish satisfactory work relationships with students and others; interest in working with students engages in using hardware and software at a computer lab; ability to sort and file materials and records; ability to maintain order at the computer lab and library; computer literacy.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a High School equivalency diploma **AND** one (1) year of experience in the operation and maintenance of a microcomputer; **OR**
- (B) Two (2) years of experience working in a library doing circulation duties, one (1) year of experience in the operation and maintenance of a microcomputer.

**NOTE:** Verifiable part-time and volunteer experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 08/12/99

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