



## **JOB DESCRIPTION- EVENING CIRCULATION CLERK**

### **General Description/Primary Purpose:**

Oversee operations of the Library Circulation desk and provide assistance and support to students and faculty in the use of the Academic Resource Center.

**Classification:** Part-Time Staff, Non-exempt

**Salary:** Commensurate with qualifications and experience, plus fringe benefits

**Appointment:** 12- month position

### **Overview:**

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, Murray State College's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

### **Description of Duties and Tasks:**

1. Provide courteous, friendly and helpful customer service
2. Oversee circulation of library materials and equipment and maintain computer circulation records.
3. Maintain an accurate and current record of all library/Student Success patrons including students, faculty, and staff.
4. Know the operation of the Library Circulation Software system
5. Answer telephone inquiries in a courteous manner, make telephone calls pertaining to the Academic Resource Center and direct any visitors to the proper person.
6. Maintain listing of books, DVD's, audio books and other materials placed on reserve by administrators, faculty, and staff for use in the library. Circulate reserve materials to patrons, contact faculty at the end of each semester regarding their items.

7. Assume personal responsibility for consistently exhibiting a helpful attitude of service and assistance to students, faculty, staff and visitors to further the unique reputation of Murray State College as an institution providing a personal kind of excellence in education.
8. Be willing to instruct students in the use of Blackboard, Microsoft Word, Aggies Online, Online Catalog, EBSCO, Films on Demand, JSTOR, etc.
9. Be responsible for explaining and maintaining records for the Oklahoma Share Card
10. Participate in meetings and other activities of Murray State College.
11. Maintain competency through training in each new level of information technology that enhances the searching of automated databases, and computerized networking to retrieve resources for patrons.
12. Provide reference assistance to library patrons as needed and requested. Search for faculty requested information when needed. Provide information assistance to all patrons and refer questions to the Library Director or Library Services Coordinator.
13. Responsible for picking-up and distributing mail each day
14. Enter patron data into the computer. Process a borrower's identification card. Tell the borrower the date due of checked-out material. Inspect returned books for damage, verify the due-date. If material is overdue, identify the patron before checking the material in.
15. Prepare a list of overdue materials, issue overdue notices, collect fees and clear overdue charges. Keep the business office informed of charges against students. Keep records of all transactions and give copies to the Library Services Coordinator.
16. Refer interlibrary loans to the Library Services Coordinator. Be prepared to fill requests when the Library Services Coordinator is not available.
17. Perform other duties and responsibilities as assigned by the Library Director or Library Services Coordinator.

### **Required Knowledge, Skills, and Abilities**

Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Demonstrate an understanding and knowledge of the American Library Association filing rules, Library of Congress subject headings and basic reference resources
- Superior English language writing skills for completion of various written paper work including, but not limited to: record keeping, reports, drafting of correspondence, etc.
- Ability to communicate clearly and effectively both orally and in writing.
- Possess sufficient manual dexterity to be able to operate all office equipment including, but not limited to: computers, photocopiers, printers, telephones, AV equipment, TV/VCR/DVD, etc.

- Experience using Microsoft Office Suite. Ability to type at least 60 w.p.m.
- Ability to receive telephone calls from the public, respond to inquiries, and communicate with co-workers and others.
- Ability to learn and perform all essential job functions accurately, with minimal direct supervision, within a reasonable time period.
- Ability to perform all essential job functions in an assigned shift, with part of the shift to be worked at night.
- Possess some knowledge of Murray State College's mission, purpose, and goals and the role of the Evening Circulation Clerk achieving them.
- Enjoy working with people and being service oriented.
- Have good interpersonal communications skills.
- Ability to learn and perform all essential job functions accurately
- Update materials collection on automated cataloging system.
- Report any errors on book classification, copy numbers, labeling, etc., to the Library Director and/or Library Services Coordinator.
- Inventory books, shift books, shelve books, and do cleaning when necessary.
- Assist with generation, preparation, and mailing of Library related materials.

### **Other Ergonomic Requirements:**

In performing job functions related to the Circulation Clerk, a great deal of the job will be spent in a sitting position. While some functions will require some amount of time standing and walking. Some stooping, kneeling, bending, and lifting will also be involved. Tasks such as working at the computer involve extensive wrist and hand movements. All individuals are required to be able to perform these movements without a significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above or identified in a particular position description.

### **Hours:**

This position is a twelve-month, part-time position of 29 hours per week, Monday through Friday.

### **Qualification Standards;:**

1. **Minimum Education:** Associate's Degree
2. **Minimum Experience:** 1 year of experience performing similar duties in a school or a public/academic library.
3. **Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check

**Application Process:**

1. Letter of application.
2. Resume.
3. Unofficial college transcript(s). NOTE: Official college transcript(s) required upon employment.
4. Completed MSC employment application.
5. Submit a Background Check Consent Form

**Submit Application to:**

Human Resource Office  
Murray State College  
One Murray Campus, Suite AD 104  
Tishomingo, Oklahoma 73460  
MSCemployment@mscok.edu

**Application Deadline:**

Position will be filled when an acceptable candidate is identified.

**MSC participates in E-Verify.**

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