



TVCC is a comprehensive community college dedicated to promoting student success.

RECRUITMENT ANNOUNCEMENT

LIBRARY CLERK

PAY - \$14.15 per hour

JOB TYPE – Part-time (see below for details)

DEADLINE – Open until filled

LOCATION - Ontario, Oregon

DEPARTMENT – Library

REPORTS TO – Head of Library and
Information Services

This position will assist students, instructors, advisors or librarians in the use of materials, equipment and/or services within the Library.

QUALIFICATIONS

MANDATORY: High School Diploma or equivalent. Requires a thorough knowledge of word processing, data input, and database application. Good organization, customer service, and time management skills.

PREFERRED: Associates degree, preferably with two or more years of working experience.

ESSENTIAL FUNCTIONS

Assists with charging, discharging, or renewing of materials.

Assists with office, cataloging, interlibrary loan, and other circulation processes.

Maintains a full and working knowledge of library automated system, system software, college functions, and is able to assist students with basic school related tasks.

Knowledgeably and accurately able to answer and record reference questions.

Reviews materials for possible acquisition and maintains updated knowledge of review sources and new publications.

Assists users in the location of materials through the use of the card catalog library automation system, and other indexes.

Does simple troubleshooting for computers.

Assists in weeding of outdated materials.

Assists in the shelving of all books and other materials.

TERMS OF EMPLOYMENT

Part-time, non-exempt (hourly) position working mainly between the hours of 3:00 pm – 8:00 pm Monday-Thursday (up to 19.5 hours per week).

BENEFITS

Per Oregon law, 1 hour of sick leave will be earned for every 30 hours worked.

VETERANS PREFERENCE

Applicants are eligible for a Veteran's Preference in accordance with Oregon law. Preference will be given only if the applicant meets the minimum qualifications of the position and submits the required documentation at the time of application. You can request copies of your military service records through the National Archives website at <http://www.archives.gov/veterans/military-service-records/>.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

**TREASURE VALLEY COMMUNITY COLLEGE IS AN
EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER**

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the basis of race, color, sex, marital status, sexual orientation, gender identity, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-2723.

Es la póliza de la Junta de Educación de "Treasure Valley Community College" que no habrá tolerancia a la discriminación ni acoso por motivos de raza, color de piel, género, estado civil, orientación sexual, identidad de género, religión, nacionalidad, edad o discapacidad en cualquier actividad relacionada al estudio, o empleo. La falta de habilidades en el idioma inglés no será barrera para la admisión y ser participe en programas de carreras técnicas y profesional. Individuos que tengan preguntas sobre oportunidades y no discriminación deben ponerse en contacto con el Director de Recursos Humanos ubicados en el "Performing Arts Center" en el lado sur del edificio "Four Rivers Cultural Center". Teléfono (541) 881-5838 o TDD (541) 881-2723.