



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: MAY 20, 2016

CLOSING DATE: JUNE 6, 2016

TITLE: LIBRARY ACQUISITIONS CLERK GRADE: 111

DEPARTMENT: LIBRARY

BARGAINING UNIT: AFSCME Clerical/Technical

ENTRY RATE: \$10.99/hour, \$21,431/annual HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountypa.gov AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school diploma or GED. Very accurate filing, mathematical, and spelling skills are essential. At least one (1) year of bookkeeping/account experience or an equivalent combination of related training and experience preferred. Ability to type 50 wpm. A skills assessment test of all requirements will be conducted to verify qualifications. Must be able to lift 50 pounds.

CONDITION OF EMPLOYMENT:

The selected candidate will be **pre-employment required** to obtain, at their own expense, 3 forms of clearance, including PA State Police Criminal History Record Check; PA Child Abuse History; and FBI Criminal History Background Check including finger printing.

DUTIES & RESPONSIBILITIES:

Performs online and phone ordering of library materials. Imports and enters order information into the library's acquisition software. Verifies and processes invoices for all purchased library materials. Receives and unpacks shipments, comparing contents to original orders, verifies discounts as determined in the vendor's contract, and contacts vendor to reconcile errors. Enters all invoices into the local online acquisitions system, prepares monthly reports and compares local system reports with the Library's business office records. As directed by supervisor, performs any operation necessary to the processing of the library materials including physical processing, copy cataloging and item record entry.

Performs work relating to the processing and handling of interlibrary loan requests. Utilizes OCLC, Access Pennsylvania, and the library's catalog to lend and borrow materials. Perform database searches using OCLC for specific author and title entries, determine which libraries own the correct title being sought, and generate requests from lending libraries. Prepares items for delivery. Performs manual/clerical functions relating to the

Interlibrary Loan System, as required or directed.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS, & ABILITIES:

Ability to deal effectively with a multiplicity of tasks. Ability to organize time and work, being conscious of the priorities of the department. Must be self-motivated. Elementary knowledge of office procedures and clerical methods. Ability to work accurately and rapidly with figures. Ability to compile simple financial data and prepare simple reports. Accuracy. Neatness of work. Integrity. Keyboarding skills necessary in data entry and calculator operation. Must be able to write legibly. Must be able to sit for prolonged periods of time while entering data. Knowledge of Microsoft Excel. Knowledge of computers and electronic ordering processes. Must communicate effectively with outside organizations via phone and email.

DEFINITION OF CLASS:

Under the supervision of the Manager of Technical Services, checks in shipments of library materials. Compiles, tabulates and enters accounting and related material acquisition data. Prepares accounting and financial statements. Performs interlibrary loan duties. Prepares items lent from outside libraries to be borrowed by library patrons, and lends materials to outside institutions. Performs other Technical Services duties as directed by the department supervisor.