



**American Samoa Community College**  
***Student Services Division – Library Department***  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** Library Clerk  
**Employment Status:** Full Time 12 months (Career Service)

**General Description:**

The Library Clerk reports directly to the Program Director of Library Services, and is supervised directly by the Cataloger and/or the Library Associate Manager. The Library Clerk will perform all described essential functions/responsibilities listed below, and if needed will be assigned to assist or cover any of the library work stations.

**Responsibilities and Duties:**

**Administrative**

- Perform basic circulation services, including checking-in and checking-out library materials, filing daily statistics, and providing Xerox copies for library users
- File library materials, keep shelves in order, and do shelf-reading
- Keep records of periodicals, journals and magazines
- Become familiar with the library collections and bibliographic records in MARC format
- Perform preliminary filing of card cataloging under supervision
- When necessary, bind pamphlets and other library materials

**Technical**

- Perform basic reference services, and work by turns at both the Circulation and Reference Desks
- Perform moderate typing duties

**Reporting**

- Perform other duties as assigned by Library Associate Manager and/or Program Director of Library Services

**Minimum Qualifications:**

- Associate's degree
- Two years of demonstrated experience in direct field
- Computer literacy in various program software
- Proficiency in communication, organizational and coordination skills

**Salary Range:** GS-09/06-10: \$22,240.00 - \$25,360.00 per annum

**Application Deadline:** September 6<sup>th</sup>, 2024 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at [www.amsamoa.edu/employmentopportunities](http://www.amsamoa.edu/employmentopportunities) or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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