



American Samoa Community College
Library Services
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 Supervisor. He/she will perform all described essential functions/responsibilities below, and if needed will be assigned to assist or cover any of the library work stations.

Responsibilities and Duties:

- Become familiar with the library collections and bibliographic records in MARC Format.
- 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, keeps shelves in order, and do shelf-reading.
- Keep records of periodicals, journals and magazines.
- Perform basic reference services, and work by turns at both the Circulation and Reference Desks.
- Perform moderate typing duties.
- Perform preliminary filing of card cataloging under supervision.
- When necessary, bind pamphlets and other library materials.
- Perform other duties as assigned by the Program Director of Library Services.

Minimum Qualifications:

- High School Diploma or Associate degree.
- Six (6) months or more experience in Community College library services.

Salary Range: Will be commensurate with degree and experience.

Application Deadline: February 3, 2021 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 or www.amsamoa.edu/employmentopportunities or alternatively by emailing ascchumanresources@amsamoa.edu.

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