



American Samoa Community College
Student Services Division – Library Services 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 Supervisor. 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:

- 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, keep 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
- 1 -2 years of demonstrated experience in records and administrative support services
- 1 -3 years of demonstrated experience in direct field
- Computer literate in various program software
- Possess proficient communication, organizational and coordination skills.

Salary: GS-11/03-05: \$13,169.00 - \$14,469.00 per annum

Application Deadline: December 21st, 2022 no later than 4:00pm

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 474/456/460/466 or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu or ascchumanresources@amsamoa.edu

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