

Library Assistant I, Substitute and Short-term Temporary
Hourly Pool, as needed
Kern Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=122157>

Downloaded On: Jun. 18, 2019 7:13pm

Posted Apr. 15, 2019, set to expire Jun. 30, 2019

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| Job Title | Library Assistant I, Substitute and Short-term Temporary Hourly Pool, as needed |
| Department | |
| Institution | Kern Community College District Ridgecrest, California |
| Date Posted | Apr. 15, 2019 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Classified Staff |
| Academic Field(s) | Library |
| Apply Online Here | https://apptrkr.com/1439127 |

Apply By Email

Job Description

Library Assistant I, Substitute and Short-term Temporary Hourly Pool, as needed

Kern Community College District

Position Number: 02780

Posting Date: 04/10/2019

Initial Screening Date:

Open Until Filled: Yes

Position Type: Short-term Temporary Hourly



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Rate: \$13.00 per hour

Work Week: Flexible, as needed

Minimum Salary:

Maximum Salary:

Benefits:

This position is not eligible for benefits.

College/Site: Cerro Coso College

Location: CC-Main Campus, Ridgecrest

Basic Function:

This is for an applicant pool that will be used to staff short-term temporary hourly positions during the 2018-2019 and 2019-2020 academic year. Basic Function:

Under the direction of an assigned supervisor, perform general clerical work in support of the various sections of the library; check materials in and out of the library; provide general and technical assistance to library patrons. Distinguishing Characteristics:

The Library Assistant I classification performs a wide variety of routine clerical assignments and provide general assistance to library patrons. The Library Assistant I typically performs a wide variety of moderately difficult to complex clerical duties in an assigned library function and train and provide work direction to staff during an assigned shift.

Education and Experience:

Any combination equivalent to: graduation from high school and one year of general clerical experience. Note: The screening of candidates will be conducted by a screening committee. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Knowledge and Abilities:

Knowledge of:

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- * Telephone techniques and etiquette.
- * Operation of standard office equipment including a computer and data entry techniques.
- * Basic record-keeping techniques.
- * Correct English usage, grammar, spelling, punctuation and vocabulary.
- * Oral and written communication skills.
- * Interpersonal skills using tact, patience and courtesy.
- * Basic Math.

Ability to:

- * Perform a variety of routine clerical duties.
- * Answer phones and greet the public courteously.
- * Make routine math calculations.
- * Operate a computer terminal and enter data.
- * Maintain routine records.
- * Complete work with many interruptions.
- * Understand and follow oral and written instructions.
- * Learn basic library methods, procedures and terminology.
- * Learn to operate a variety of equipment including an intercom system, library security system and a microfilm reader.
- * Learn library classification system.
- * Learn the location of materials in the library.
- * Work cooperatively with others.
- * Communicate effectively both orally and in writing.

Working Conditions:

Environment

- Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Physical demands
- Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. Hazards
- Exposure to cleaning agents and chemicals. Working on ladders.

Salary Grade: 31.5

Special Instructions to Applicants:

Complete application packets will be accepted until the position is filled. The College reserves the right to extend time limits or reinitiate the recruitment/selection process at any point.

Completed application packet must include:



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- * Completed Online Application for Employment form
- * Current resume
- * Cover Letter
- * List of six (6) professional references Listed on application form

Applicants who require reasonable accommodation to participate in the selection process should contact Human Resources to make the necessary arrangements.

All applicants must apply online at

[url=https://apptrkr.com/1439127]https://careers.kccd.edu/postings/11508. Emails will not be accepted.

As an Equal Employment Opportunity Employer, the Kern Community College District encourages candidates with diverse backgrounds to apply.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Kern Community College District

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