

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Learning Resources Clerk *BOT Date:* 5/9/97

Level: L *FLSA Status:* Non-exempt *Class Code:* N1208 *Adm. Rev:*

GENERAL DESCRIPTION

Works with faculty, staff and the program development chair (FSPD). Handles reports, files, takes minutes at meetings, and distributes meeting agendas and meeting notification reminders. Searches library database system, prepares library material for processing and assists with inter-library loans.

KEY RESPONSIBILITIES

% OF TIME

1.*	Works with Faculty, Staff and Program Development correspondence.	45%
2.	Delivers and picks up the department mail.	15%
3.*	Performs the filing for the department.	10%
4.*	Types and distributes the FSPD meeting agenda and minutes.	10%
5.*	Handles departmental reports.	5%
6.	Makes follow-up phone calls.	5%
7.	Makes follow-up phone calls.	5%
8.	Prepares library materials for processing and assists with inter-library loans.	5%
9.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

Position Title: Learning Resources Clerk	Class Code: N1208	Position Level: L
KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	H.S. Diploma or GED required.	
<i>Work Experience:</i>	0 to 1 year.	
<i>Planning Scope:</i>	Current Week: Plan events that are expected to occur within a few working days.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the individual (position only).	
<i>Impact on Budgets:</i>	Incidental: Provide incidental services indirectly related to the use or misuse of the expenses or revenues.	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<i>Impact of Decisions:</i>	Decisions and impact are normally limited to my position.	
<i>Complexity:</i>	Routine: Work consists of routine tasks, processes, or operations. Problems are solved by choosing between a few clear choices or discussing them with a supervisor.	
<i>Decision Making:</i>	Routine: Work may occasionally involve non-standard assignments. There is limited opportunity for independent judgment.	
<i>Problem Solving:</i>	Work tasks follow the same order and require little interpretation. Problems are solved by talking with the supervisor.	
<i>Internal Contacts:</i>	Regular contact within the department and periodic contacts with other departments, supplying or seeking information on specialized matters.	
<i>External Contacts:</i>	Regular contact with outside agencies and the general public, supplying or seeking information on non-specialized matters.	
<i>Level of Supervisory Responsibility:</i>	Involves no responsibility or authority for the directions of others.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	Intermediate Skills: Has Knowledge of office or operational procedures. Performs basic typing/work-processing, bookkeeping, checking of records and posting of information to a database/spreadsheet, following written or verbal instructions.	
<i>Innovation/Creativity:</i>	Ideas contributed affect primarily my own job. Opportunities for innovations are rare.	
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	