

RANGE N01

**JTC NO. N77
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Circulation Assistant I

DATE PREPARED: Fall 1984

DATE REVISED: Spring 1991, Fall 2002; Fall 2006; Fall 2009; Summer 2012; Summer 2013

GENERAL SUMMARY:

An entry level position responsible for support of library circulation through check-out, preparation of material for filing and other duties. Maintain records of circulation. Assist students in use of library facilities.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assists in checking-in and checking-out print and non-print material.
- Assists students in use of microfiche and microfilm readers and in the distribution of ID cards as needed.
- Prepares print and non-print material for filing and/or binding.
- Assists in inter-library and inter-campus loans of material, including distribution, retrieval and transaction records.
- Assists faculty in coordinating faculty reserves, including identification and distribution of reserved material.
- Assists other department personnel with library inventory and works at reference desk as needed.
- May trouble-shoot minor equipment problems; refers major problems to appropriate individual.
- Some positions may require the incumbent to work 50% of the time as a circulation assistant and 50% as the department's office assistant involved in general clerical duties.
- Performs related duties as assigned.

REPORTING RELATIONSHIP:

Generally, reports to the Coordinator of Library Circulation or the Librarian. Second level supervisor is usually the Director of Educational Resources.

Circulation Assistant I

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PHYSICAL EFFORT REQUIREMENTS:

Requires the ability to lift and carry moderately heavy material weighing up to 50 lbs.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Graduation from high school or equivalent with basic typing skills plus one year of experience in general office. Oral and written communication skills to deal effectively with varying levels of DCCCD staff, students, general public, and a wide variety of library users from diverse backgrounds. Ability to learn to use computers for circulation functions. Proven knowledge and experience providing effective customer service. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

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ccp/09-02/revised
ccp: 09/01/06 – rje
revised: 04/2009-ccp
revised: 09/01/2009 rje rrg
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