### Job Code
RAMS01

### Department
Resource Acquisitions & Metadata Services

### Start Date
6/26/2022

### Location of Work
Life Sciences Building Ste 2400

### Number of Positions
1

### Hours Per Week
15-19 hrs/wk

### Work Schedule
TBD

### Classification
STDT 3

### Working Title
Senior Clerk

### Pay Rate
$18.06/hr

### Duties
- Search OCLC database to locate the best copy for materials received from Acquisitions Units.
- Search materials in backlogs for appropriate and fuller copy in OCLC database.
- Search national library OPACs for appropriate records.
- Print records from cataloging utility or OPAC.
- Sort materials with OCLC copy according to discipline and/or language for distribution to catalogers.
- Assist in the maintenance of and intershelving of materials in awaiting original monographic cataloging and quarterly statistics of all monographic backlogs.
- Assist with special projects as assigned.
- Examine bibliographic and topical elements of monographic material and compare this information to a matching bibliographic record in OCLC.
- Edit content of the OCLC bibliographic record to accurately reflect item in hand.
- Provide single sentence or keyword subject analysis for items in language of expertise (i.e. Arabic, Hebrew Persian, Thai, Burmese).

### Required Skills and Knowledge
- Ability to get to work reliably and on time.
- Ability to be present in the workplace during normal working hours.
- Ability to initiate and maintain cooperative working relationships with co-workers, supervisors, and managers.
- Ability to work with co-workers, supervisors, and managers harmoniously and cooperatively and as a team player.
- Ability to follow directions from supervisors.
- Skill in operating a personal computer.
- Ability to read and interpret documents written in standard English, such as procedure manuals, memoranda, etc.
- Ability to left, shelve, and shift books.
- Skill in matching like information and distinguishing unlike information.
- Ability to work independently, organizing work according to departmental and Library priorities.

### Preferred Skills and Knowledge
- Skill in searching online bibliographic database, such as OCLC.
- Skill in reading and interpreting bibliographic records.
- Skill in interpreting bibliographic records.
- Skill in interpreting bibliographic records, including coded machine-readable cataloging (MARC).
- Skill in using software applications, including Microsoft Excel and Word.
- Ability to read and write Arabic, Hebrew, Persian, Thai, Burmese or another Southeast Asian language.

### Comments

### Other Open Positions

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Working Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 002</td>
<td>Student Assistant I</td>
</tr>
<tr>
<td>LAW 002</td>
<td>Library Assistant I</td>
</tr>
<tr>
<td>BIO M03</td>
<td>Student Assistant IV</td>
</tr>
<tr>
<td>FTV A01</td>
<td>Student Assistant III</td>
</tr>
<tr>
<td>FTV A04</td>
<td>Student Assistant IV</td>
</tr>
<tr>
<td>IMC S01</td>
<td>UCLA Media Lab Assistant I/Student Assistant III</td>
</tr>
<tr>
<td>IS00 01</td>
<td>Senior Clerk</td>
</tr>
<tr>
<td>IS00 02</td>
<td>Student Assistant IV</td>
</tr>
<tr>
<td>IS00 04</td>
<td>Senior Clerk</td>
</tr>
<tr>
<td>IS00 05</td>
<td>Senior Clerk</td>
</tr>
<tr>
<td>LBS0 01</td>
<td>Student Assistant III</td>
</tr>
<tr>
<td>LC00 05</td>
<td>Assistant I</td>
</tr>
<tr>
<td>RAM S01</td>
<td>Senior Clerk</td>
</tr>
<tr>
<td>RAM S03</td>
<td>Senior Clerk</td>
</tr>
<tr>
<td>RAM S05</td>
<td>Senior Clerk</td>
</tr>
<tr>
<td>SEL0 02</td>
<td>Student Assistant I</td>
</tr>
<tr>
<td>SRL F01</td>
<td>Student Assistant I</td>
</tr>
</tbody>
</table>