## Job Code: IS0005

<table>
<thead>
<tr>
<th><strong>Job Code</strong></th>
<th>IS0005</th>
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<tbody>
<tr>
<td><strong>Department</strong></td>
<td>International &amp; Area Studies</td>
</tr>
<tr>
<td><strong>Start Date</strong></td>
<td>24 Apr 2023</td>
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<tr>
<td><strong>Location of Work</strong></td>
<td>Young Research Library</td>
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<tr>
<td><strong>Number of Positions</strong></td>
<td>1</td>
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<tr>
<td><strong>Hours Per Week</strong></td>
<td>8-19 hrs/wk</td>
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<tr>
<td><strong>Work Schedule</strong></td>
<td>Flexible</td>
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<tr>
<td><strong>Classification</strong></td>
<td>STDT 3</td>
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<tr>
<td><strong>Working Title</strong></td>
<td>Senior Clerk</td>
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<tr>
<td><strong>Pay Rate</strong></td>
<td>$18.06/hr</td>
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### Duties
- Assist the Librarian and Library Assistant for Slavic, East European, and Eurasian Studies in various collection development and collection management tasks as needed.
- Work with print materials to transliterate bibliographic information from Armenian script into Roman script, in accordance with ALA-LC Romanization Table for Armenian.
- Perform bibliographic searching of book and serial titles in electronic databases (such as UC Library Search, WorldCat, and OCLC), working with print materials or with lists of titles.
- Assist in the creation and maintenance of subject and course research guides/tools.
- Open mail, make photocopies and provide other routine clerical assistance.

### Required Skills and Knowledge
- Advanced reading skills in Armenian.
- High-level attention to detail.
- High-level accuracy in computer data entry.
- Skill in matching like information and distinguishing unlike information.
- Ability to work independently, after training, on computer-based automated library systems.
- 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.
- Willingness to change projects when asked to do so.
- Ability to lift 40 pounds and maneuver and push loaded book trucks.

### Preferred Skills and Knowledge
- Familiarity with academic libraries and automated library catalogs.
- Skill in searching online bibliographic databases, such as UC Library Search, WorldCat, and OCLC.
- Skill in using software applications such as Microsoft Excel and Word.
- Interest in Armenian Studies.
- Ability to distinguish between Eastern, Western, and classical Armenian.
- Reading knowledge of Russian or another Slavic language.
- Reading knowledge of French, German, or another relevant language.

### Comments
- Return to List of Open Positions