**Job Code**: RAMS05  
**Department**: Resource Acquisitions & Metadata Services  
**Start Date**: 6/19/2023  
**Location of Work**: Life Sciences Building - Suite 1802  
**Number of Positions**: 2  
**Hours Per Week**: 15-19 hrs/wk  
**Work Schedule**: Days: Monday thru Friday  
**Hours**: TBD  
**Classification**: STDT 3  
**Working Title**: Senior Clerk  
**Pay Rate**: $18.06/hr  
**Duties**:  
- Sort materials with OCLC copy according to cataloging level  
- Search OCLC and other library catalogs to locate the best copy for materials  
- Perform copy cataloging of perfect match bibliographic records  
- Assist with managing cataloging backlog  
**Required Skills and Knowledge**:  
- Ability to work reliably and be in the workplace during normal business hours  
- Ability to work both independently and as part of a team  
- Skill in operating a personal computer, including typing and data entry  
- Skill in matching like information and distinguishing unlike information  
- Ability to read and follow detailed instructions and written procedures  
**Preferred Skills and Knowledge**:  
- Ability to search online bibliographic databases, such as OCLC  
- Familiarity with integrated library systems, especially Alma  
- Skill in interpreting bibliographic records, including coded machine-readable cataloging (MARC)  
- Ability to read at least one non-English language  
**Comments**: Working under the supervision of the Bibliographic Control Coordinator (BCC), the BCC assistant helps with searching, sorting, and basic copy cataloging of materials for the Resource Acquisitions & Metadata Services (RAMS) Department at the UCLA Library.