

**PLEASE POST**

**PLEASE POST**

**LIBRARY CLERK  
ALLEN 6<sup>TH</sup> GRADE CAMPUS**

**JULY 2010**

AMARILLO INDEPENDENT SCHOOL DISTRICT  
AMARILLO, TEXAS

This notice is submitted in accordance with the Promotion Policies of the Amarillo Independent School District relating to the posting of certain vacancies.

***PRIMARY PURPOSE***

To perform routine clerical and technical duties so the librarian is free to work directly with students and teachers.

***QUALIFICATIONS:***

Minimum Education/Certification

Must have high school diploma or equivalent  
An associates (or higher) degree or  
Meet the rigorous standard of quality required by the district  
Library Technical Assistance training would be preferable

Special Knowledge/Skills

Strong communication, public relation, organizational and interpersonal skills  
Computer skills are mandatory  
Proficient skills in typing

Work Conditions

Mental demands:

Ability to communicate effectively with public, staff (verbally and in writing)

Physical demands:

Repetitive hand motions, prolonged use of computer terminal  
Ability to lift 40-50 pounds  
Able to bend, stoop, stretch, lift and reach fully above head  
Possess acute and/or corrected visual and hearing capabilities  
Possess manual dexterity  
Possess average or better energy, health and vitality

Minimum Experience

One or more years preferably in an office or library clerical position

***APPLICATION  
PROCEDURE:***

1. Current district employees must complete a Data Sheet, which may be obtained from the Personnel Office.
2. All other candidates should submit an online classified application, proof of education, typing/spelling test and possibly an NCLB test. After submitting your online classified application and other required documents, please call the Personnel Office at (806) 326-1478 to express your interest in this specific position. *(All required documents and testing must be completed before the deadline date of the posting.)*

**APPLICATION DEADLINE:**

**WEDNESDAY, AUGUST 4, 2010**