

CLASSIFICATION: LIBRARY ASSISTANT I

Class Code: 5731-04

Date Established: 11-13-59

Occupational Code: 1-2-3

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To perform filing, typing, book processing, shelving articles and mailing.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Types file cards and letters and maintains a filing system.
- Processes books, including jacketing, mailing and labeling.
- Prepares articles for mailing.
- Checks in periodicals, newspapers and books.
- Assists students in finding reference materials.

DISTINGUISHING FACTORS:

Skill: Requires minimal skill in performing a series of routine procedures OR in operating equipment according to standardized instructions.

Knowledge: Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

Impact: Requires minimal responsibility for contributing to agency objectives by supporting or performing routine work activities within a small organizational unit. Errors at this level are of minor consequence and are readily detected through frequent checking or inspection.

Supervision: Requires no supervision of employees or functions.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires minimal personal interaction or communication, including providing simple information in response to routine questions from employees within the agency.

Complexity: Requires a minimal combination of job functions, including performing frequently repeated tasks according to set procedures and standardized situations.

Independent Action: Requires minimal choice in performing routine duties under immediate supervision and in following simple instructions according to standardized policies and procedures.

MINIMUM QUALIFICATIONS:

Education: Graduation from high school or G.E.D. equivalent.

Experience: Six months' clerical experience including computer knowledge, preferably in connection with library operations.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of correct English usage, punctuation, spelling, grammar and vocabulary. Working knowledge of modern library techniques, procedures and working tools used in accessioning, cataloging, circulating and maintaining library materials. Skills in the performance of clerical and manipulative tasks. Ability to type and maintain a filing system and to adjust to a considerable amount of routine work. Ability to letter legibly and skillfully. Ability to apply library methods and principles in acquiring, circulation and providing limited patron services. Ability to understand and carry out moderately complex oral and written instructions. Ability to establish and maintain effective working relationships with other library personnel and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.