

CLASSIFICATION: LIBRARY ASSISTANT II

Class Code: 5732-08

Date Established: 05-11-53

Occupational Code: 1-2-3

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To provide support duties such as issuing books, films, documents, or records to the general public or other libraries.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Performs bibliographic author/title searches of card, on-line catalogs and other databases.
- Selects specific books for readers using readers' guidelines, specific request or by making substitutions.
- Maintains card file system to list books, documents and other library materials for public loan.
- Logs and monitors statistics of material additions, withdrawals, circulation and card production.
- Types correspondence, book lists, and related library materials.

DISTINGUISHING FACTORS:

Skill: Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

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

Impact: Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require verification and correction in order to complete succeeding work operations.

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 obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from state employees or members of the general public.

Complexity: Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

Independent Action: Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

MINIMUM QUALIFICATIONS:

Education: Graduation from high school or G.E.D. equivalent with courses in typing. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years of clerical experience including computer knowledge, preferably in connection with library operations.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of library techniques, procedures and working tools used in accessioning, cataloging, circulating and maintaining library materials. Some knowledge of the methods and procedures used in bibliography preparation and the use of library research materials. Some knowledge of reader comprehension and interest levels of library patrons. Ability to apply library methods and principles of cataloging, circulation and providing patron service. Ability to establish and maintain effective working relationships with other library personnel and the 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.