



Library Assistant I

Salary Group: A09

Class Code: 7350

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
LIBRARY ASSISTANT I	7350	A09	\$23,781 - \$34,859
LIBRARY ASSISTANT II	7352	A11	\$26,332 - \$41,355
LIBRARY ASSISTANT III	7354	A13	\$29,439 - \$46,388

GENERAL DESCRIPTION

Performs entry-level library, archival, or data records services work. Work involves compiling records, sorting and shelving books, and issuing and receiving library materials. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Receives, sorts, and returns books, publications, and other items to shelves, files, or other designated storage areas.

Performs clerical activities, such as answering phones, sorting mail, filing, photocopying, mailing out materials, and maintaining library files, records, and materials.

Inspects returned books, materials, and equipment for damage.

Assembles, classifies, and indexes data.

Assists patrons in locating materials.

Assists librarians with the maintenance of book collections, periodicals, magazines, newspapers, and audiovisual and other materials.

May process new materials such as books, magazines, audiovisual materials, and computer software.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in library, archival, or general office work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of library, archival, or data records services procedures; and of electronic databases, Internet resources, bibliographic sources, reference materials, circulation software, and library systems.

Skill in the use of a computer and applicable software; in electronic programmed equipment; and in customer service.

Ability to answer questions regarding library or archival services or program activities; and to communicate effectively.