



# Library Assistant I

Salary Group: A11

Class Code: 7352

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

## GENERAL DESCRIPTION

Performs entry-level to routine (journey-level) library, archival, or data records services work. Work involves compiling records, sorting and shelving books, and issuing and receiving library materials. Works under moderate supervision, with limited 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.

Provides assistance to librarians with the maintenance and processing of book collections, periodicals, magazines, newspapers, and audiovisual and other materials.

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.

Classifies and catalogs library materials.

Assists and/or instructs patrons in locating library materials, library procedures, and the use of library materials.

May assist in maintaining and searching databases and other reference sources to locate library materials and to verify authors and titles.

May assist in the acquisition of library, archival, or data records 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 or archival 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 electronic databases, Internet resources, bibliographic sources, reference materials, circulation software, and library systems.

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

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