



Library Assistant III

Salary Group: A13

Class Code: 7354

<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 highly complex (senior-level) library, archival, or data records services work. Work involves compiling records, sorting and shelving books, and issuing and receiving library materials. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides assistance to patrons with researching and obtaining information from library or archival collections.

Provides informal tours and orientations on materials and services.

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

Enters bibliographic and descriptive data for publications and records into a computer database.

Codes, classifies, and catalogs library materials.

Prepares bibliographies.

Analyzes library, archival, and data records to identify, classify, and catalog types of material.

Takes part in the acquisition of library, archival, and data records materials.

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 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 explain policies and procedures related to carrying out library or archival programs, to conduct library or archival research, to prepare correspondence and reports, and to communicate effectively.