

9390

LIBRARY ASSISTANT

Nature of Work: Under general supervision, performs para-professional library work at the full-performance level in a state agency library. Assists agency staff and patrons. May supervise clerical staff, inmates or clients. Performs related work as required.

Examples of Work

Catalogs books, government documents, research data, reference material, and all related inclusions in the collection.

Collects and maintains vertical file of clippings, articles, and related information appropriate to the concerns of the facility.

Responds to requests for information by research and gathering data, retrieving books or other publications, ordering items requested, or answering questions.

Answers correspondence concerning collection or library use.

Checks books and other materials in and out.

Recommends purchases of new books, pamphlets, periodicals, films and videos; types requisitions, receives orders and gathers data to ensure invoices will be paid in a timely manner.

Enters data on all new materials into computer system for tracking and indexing materials.

Composes necessary correspondence.

May perform technical services for individual departments such as proofreading, writing and/or editing articles, and searching technical periodicals for relevant articles.

Knowledge, Skills and Abilities

Knowledge of professional library practices and techniques.

Knowledge of sources and procedures used in reference and research.

Ability to obtain and use information from various sources to complete assigned work.

Ability to secure and analyze facts through research and investigation.

Ability to communicate well, both orally and in writing.

Ability to discern and interpret library needs of patrons and assist them.

Minimum Qualifications

Training: Possession of bachelor's degree from an accredited college or university.

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LIBRARY ASSISTANT (CONT'D)

Minimum Qualifications (cont'd)

Substitution: Full-time or equivalent part-time paid or volunteer experience in technical or general library work may substitute for the above training on a year-for-year basis.

Area of Assignment: Library Services - Individual assists library patrons with access to collections; researches and provides information to written inquiries; assists in collections processing, filing and maintenance; types and enters collection data; and performs related tasks and assignments under supervision from director and senior staff.

Established: 7/16/92
Revised: 8/24/94, 9/20/94, 3/8/96, 10/5/01
Effective: 10/5/01