

LIBRARY SERVICES ASSISTANT

DEFINITION

Under moderate supervision, performs routine library clerical work of limited complexity.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Registers new borrowers, receives and checks out books using automated equipment and performs library clerical tasks as assigned. Prepares and sends overdue notices. Receives overdue fines and accounts for money received at library outlets. Assists in the mending of books, magazines and periodicals. Sorts and files materials alphabetically, numerically and by other pre-determined categories. Removes materials from files upon request. Sorts and routes incoming mail and prepares material for mailing. Delivers mail and interdepartmental messages. Answers routine public inquiries. Fills orders for office materials and supplies and receives shipments, checking quantities against invoices. Sorts, counts and files library card applications. Searches for, receives and issues books. Searches for requests and selects books to restock bookmobile. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The work of this class is routine office work of a varied nature. The class differs from Library Specialist by its greater range and scope of duties, as well as its increased customer service responsibilities. It differs from Senior Library Services Assistant in that the Senior Library Services Assistant performs more complex work and is required to work more independently.

RECOMMENDED MINIMUM QUALIFICATIONS

Some experience in general clerical and/or library clerical work, supplemented by courses in office procedures or skills, or any equivalent combination of training and experience, which provides the desirable knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Business English and arithmetic; office procedures and practices; general library procedures for lending books; ability to use automated equipment including keyboard and light pen; establish and maintain effective working relationships with other employees and the public.

Ability to: understand and follow oral and written instructions; make simple computations and listings with speed and accuracy; learn assigned clerical tasks quickly; adhere to prescribed routines and develop skill in common library procedures; deal tactfully with the public in routine matters; write legibly and accurately; communicate orally in a clear, concise, and effective manner.

Special Requirements: Incumbents may be required to stand at a public counter for sustained periods and must be willing and able to work evenings, holidays, and weekends on a rotational basis.

CHARACTERISTICS OF SUCCESSFUL PERFORMER

Successful performers enjoy sustained periods of public contact. They deal tactfully with the public while simultaneously working on a variety of library support tasks. These individuals are conscientious and detail-oriented, and enjoy completing structured tasks accurately and thoroughly in a timely manner.

Class title change from Library Clerk I per Council Resolution No. 88-35,
effective 5-1-88

Reviewed: 12/03
ADA Approved: 12/03