

SENIOR LIBRARY SERVICES ASSISTANTDEFINITION

Under general supervision, performs responsible, specialized library clerical work.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Maintains the telephone book collection. Provides clerical staff support to reference section staff. Prepares letters, memos, catalog cards, reports, and various other documents. Serves as section payroll clerk and contacts substitutes in case of staff shortages as directed. Compiles and computes reference section statistics, and prepares monthly section activities report. In addition to word processing software, utilizes spreadsheet, database and graphics software to support section operations. May supervise part-time staff or provide functional supervision to full-time staff in the absence of the Supervising Library Services Assistant. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The work of this class is responsible clerical work of a specialized nature. It differs from Library Services Assistant by its greater complexity and independence. It differs from Supervising Library Services Assistant in that the latter class has the full range of supervisory responsibilities over full-time staff.

MINIMUM BASIC QUALIFICATIONS

Two years of library clerical experience or any equivalent combination of experience and training which provides the desirable knowledge and abilities.

SPECIAL REQUIREMENT

Ability to type at a corrected rate of 50 words per minute from clear copy.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: library principles, practices, methods and materials; common professional library terminology; OCLC and Dewey Decimal system. Modern office practices, procedures, equipment and clerical techniques.

Ability to: Operate word processing equipment; understand and carry out moderately complex oral and written instructions; perform assignments without close supervision; learn, interpret and explain specific regulations, policies and procedures; maintain moderately complex or confidential records and prepare reports from such records; use correct grammar and spelling; make accurate and rapid computations and comparisons; establish and maintain effective working relationships with other employees and the public; communicate in a clear, concise, and effective manner, both orally and in writing.

Familiarity with word processing, spreadsheet, and database software as well as library applications is desirable.

DESIRABLE CHARACTERISTICS

Successful performers are conscientious, flexible persons who can accurately complete a variety of clerical and technical tasks in a timely manner. These individuals are detail oriented and are equally effective when working independently with moderate supervision or in a team environment.

Class title change from Library Clerk II per Council Resolution No. 88-35,
effective 7-1-88

Prepared and approved through 1986-87 Clerical Study Process
Former Class Title: Library Clerk II
New Title effective 1-1-88 per 1987-89 SACEA MOU

Class specification reviewed: 10/94
Revised: 12/03
ADA Approved: 12/03