

<b>Library Assistant 1</b>	<b>Skill Level: 3</b>
<b>FLSA Status:</b> Non-exempt	<b>IPEDS:</b> 410

Job Purpose: Entry level position, working under supervision performs activities to ensure library materials are properly arranged, executing routine clerical tasks, assisting library patrons

Characteristic Duties and Responsibilities (Essential functions for this position are on file in the Office of Human Resources for your information):

- Assist patrons, respond to inquiries, provide directions, resolve general complaints and problems or refer to senior staff.
- Demonstrate use of library resources, including online catalog, electronic databases, computers, microfilm copiers, and traditional print materials.
- Process new library materials including placing barcodes, security devices, call number labels, stamping, etc.
- Shelve and file library materials.
- Search for lost or missing library materials.
- Retrieve books and related library materials from storage areas, remote shelving, etc.
- Check out library materials to patrons via automated library system
- Check in library materials from patrons via automated library system.

Supplemental Functions:

- All incumbents are expected to perform these functions except for those qualifying under the Americans with Disabilities Act for a reasonable accommodation.
- These functions may vary by institution.
- Incumbents may provide backup to various functions within the unit.
- May be required to perform related clerical tasks as assigned
- Performs other work as assigned

Direction Received:

Employees work under general supervision. Advice and guidance are available from the supervisor as needed for complex issues or exceptions to policy.

Direction Given:

N/A

Job Specifications:

High School diploma or GED and six months experience performing general clerical tasks. Prior library experience preferred.

Knowledge, Skills, Abilities, and Worker Characteristics:

General knowledge of library materials, processes and procedures  
Knowledge of computers, electronic databases  
Effective verbal communication skills  
Effective customer service skills

Working Conditions/Physical Demands/Special Conditions:

Specific working conditions, physical demands and special conditions relative to this position are on file in the Office of Human Resources for your information.

<u>Date</u>	<u>Skill</u>	<u>Evaluation</u>
5/2004	3	422012122

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The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.