

Class Code: 5103

Pay Grade: S-3

Class Title: Library Assistant I

1. Duties that are characteristic as to type and level:

Beginning level sub-professional and clerical library work of ordinary difficulty and responsibility involving performance and carrying out relatively simple technical tasks and standard routines of library operation; related work as required; performed under direct technical professional supervision.

2. Typical tasks or assignments:

Assists in circulation, cataloging, references, accessions, branch library, or other departmental routines; issues, renews, and discharges books; ~~prepares and files~~ catalog cards; maintains loan records; processes overdue notices; assists in the preparation, labeling, stamping, and coding of new books for circulation; incidentally performs general clerical duties.

3. Minimum qualification requirements:

a. As to education, training, and experience:

Graduation from high school.

Up to one year of prior clerical experience or training preferably as a typist, clerk, or a page in a public library.

Any satisfactory equivalent combination of training or experience.

b. As to special knowledge, ability, and skill:

Fundamental knowledge of library clerical routines.

Typing ability.

Interest in books.

Ability to meet and deal effectively with people.

Class Code: 5105  
Pay Grade: S-5

Class Title: Library Assistant II

1. Duties that are characteristic as to type and level:

Sub-professional and clerical library work of more than ordinary difficulty and responsibility involving performance and carrying out of more difficult and responsible library clerical tasks and routines at a level requiring prior experience or training in library operations and techniques; performed under general professional supervision.

2. Typical tasks or assignments:

Performs and is generally directly responsible for circulation desk routine; reserves books and explains lending rules; supervises junior assistant and pages in the processing, coding, and shelving of books; performs many of the routine tasks more properly performed by librarians on a relief or training basis; performs a variety of technical tasks requiring considerable skill or knowledge of procedure in any of the major library departments; has charge of a branch library in the librarian's absence.

3. Minimum qualification requirements:

a. As to education, training, and experience:

College graduation with a degree in liberal arts.  
Or, graduation from high school and three years of prior  
experience in a public library at the junior assistant level.  
Or any satisfactory equivalent combination of education and training.

b. As to special knowledge, ability, and skill:

Good knowledge of technical library work and of library practice,  
policies, and aims.  
General knowledge of books and book classification.  
Ability to meet and deal effectively with the general public.  
Neat, courteous, and efficient.

Class Title: Library Assistant III

1. Duties that are characteristic as to type and level:

Performs complex library clerical operations requiring resourcefulness, advanced knowledge, independent judgment and decision; or may supervise major clerical staffs involving eight or more employees. Reports directly to major department heads or assistant librarian.

2. Typical tasks or assignments:

Employees in this class are required to have advanced knowledge of library clerical operations. Work is performed under general professional supervision permitting the employee much independent judgment and decision. Supervision may be exercised over eight or more employees. Persons in this class may be required to assist in the performance of some duties listed in subordinate classes.

3. Minimum qualification requirements:

a. As to education, training, and experience:

Graduation from senior high school and three years of prior experience in a public library at the Library Assistant II level; or  
Graduation from a recognized college or university and one year of library clerical experience; or  
Any equivalent combination of relevant experience and training sufficient to indicate ability to do the work.

b. As to special knowledge, ability, and skill:

Working knowledge of principles and practices of library clerical routines  
Considerable knowledge of public library organization, procedure policy, aims, and service  
General knowledge of books, book classification, and standard reference materials  
Initiative, good judgment, accuracy, orderliness, good memory, tact  
patience, adaptability  
Demonstrated ability to get along well with others  
Ability to plan and supervise the work of others  
Ability to anticipate, identify, and deal with obstacles to efficient performance  
Ability to present written and oral comments and opinions clearly and concisely  
Aptitude for and interest in good library service