

LIBRARY ASSISTANT DUTY ANALYSIS 10/4/21		Library Assistant 1	Library Assistant 11	Library Assistant 111
DESK: REFERENCE/ SERVICE		X	X	
CIRCULATION DUTIES		X	X	X
REGISTRATION/LIBRARY CARDS		X	X	X
PATRON /STAFF ASSISTANCE		X	X	X
MONEY COLLECTION		X	X	X
CREATE & MAINTAIN FLYERS		X		
DISPLAYS & SIGNS			X	X
MAIL RETURNS		X		
MANAGE SUPPLY LIST		X	X	
OPEN/CLOSE LIBRARY				X
OVERNIGHT DROP BINS			X	
PROCESS MAGAZINE/ PAPERBACKS			X	
INVOICE / NEW BOOKS				X
RECEIVING / CATALOGING			X	X
SHELVING/ PROCESS BOOKS / VIDEOS			X	X
SHELF READING				
I T WORK / CHANGE BOOK IN COMPUTER			X	X
PULL LIST / STATISTICS		X		X
RECORD PERIODICALS		X		
REPLACE BARCODES / LABELLING		X		
BOX DONATION FOR BOOKSALE			X	
ROOM RESERVATION			X	
PROGRAMING ASSIST		X	X	
PROGRAM ROOM SET/UNSET			X	