**LEVEL I - LIBRARY ASSISTANT**

\*Note: this document is a sample of the type of work an entry-level library worker might do, It is not intended to be comprehensive, nor is it a legal document of any kind, It does not specifically represent any union, state, or local job description.

Definition: Under close supervision, performs a variety of routine paraprofessional library tasks; does other related duties as required

Minimum Suggested Education: High School diploma or GED Examples of Work May Include:

* Charges and discharges library material to users using online circulation system
* Answering and making phone calls to patrons
* Calculates and collects fines and makes change. May be involved with sending overdue notices
* Answers patron inquiries pertaining to physical location of library material, library hours, offices and personnel, and availability and reserve of popular or new publications
* Reviews library membership applications for completeness as to name, address, and similar personal

identification, and records changes of such information

* Assist with computer stations, keeps printers and copiers filled with paper, and troubleshoots minor equipment problems as needed
* Performs filing or shelving tasks involving the use of the local classification system
* Locates required publications primarily based on call numb.er
* Checks shelves to ensure materials are filed properly, shelf-reading as required
* Prepares library materials for circulation, including processing of new materials
* Takes requests for interlibrary loan or research requests
* Uses the technology of the library effectively and is able to instruct others on its use if needed
* Uses online library catalog to locate materials

Knowledge and Abilities:

* Knowledge of basic local library policies and procedures
* Knowledge of library mission and patron base
* Knowledge of departments and services of the library, also library personnel and hierarchy
* Knowledge of library's participation in consortiums, networks, or other resource-sharing organizations
* Ability to prioritize and organize tasks
* Ability to understand and demonstrate customer service philosophy
* Knowledge of general library terminology
* Ability to work effectively in groups, and establish and maintain working relationships with users and staff
* Ability to work well independently and be goal-oriented
* Displays good communication skills, and interacts well with all kinds of people, using English both verbally and in writing
* Ability to recognize, encourage, and appreciate diversity and individuality in both patrons and staff
* Knowledge of library classification system with the ability to do shelving and shelf reading
* Ability to pay attention to detail
* Have the visual acuity required to read and view from a computer terminal

Required Physical Effort

* Sitting and standing for extended periods of time
* Lifting supplies, books, materials, and computer equipment
* Pushing heavy carts
* Reaching for books on shelves
* Sitting and kneeling on floor and climbing stools, navigating stairs
* Viewing computer screen for extended periods of time.