

CSC Adopted: October 2001 , CSC Revised: May 2009

Class Title: Library Assistant I

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Receives, sorts, catalogues, and distributes books, documents and other materials within the department. Shelves, and maintains a library's collection. May be assigned to other areas of the department.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Receives, sorts, processes and distributes books, documents and other materials for the department. Balances shipping lists against item number cards, logging books, documents and other materials into system when required. Labels and stamps documents when required.
2	L	Processes materials by placing a security strip on each item, checks new books for processing errors; repairs damaged books and other materials.
3	L	Provides customer service by directing patrons to special collections areas and referring patrons to librarians for detailed research; answers phones, makes copies, sorts and distributes mail, retrieves materials and historical files.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Six-months of experience in library or related customer service work.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read general correspondence, shipping lists, catalogued records, and various letter/number recording systems such as the Dewey Decimal.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general correspondence, shipping lists.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Reviewing and shelving books
Sitting	F	Checking in and reviewing books, note cards and documents
Walking	O	Up and down book aisles
Lifting	F	Boxes, documents, books, supplies
Carrying	F	Boxes, documents, books, supplies
Pushing/Pulling	F	Book / document cart
Reaching	F	Shelving documents, books
Handling	C	Documents, files
Fine Dexterity	O	Typing, writing, filing
Kneeling	O	Shelving, filing
Crouching	O	Shelving, filing
Crawling	R	Shelving, filing
Bending	F	Shelving, filing
Twisting	F	Shelving, filing
Climbing	O	Stairs, step stool
Balancing	O	Stairs, step stool
Vision	C	Computer monitor, reading, shelving, filing
Hearing	C	Communicating with personnel and general public, on telephone
Talking	F	Communicating with personnel and general public, on telephone
Foot Controls	N	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, telephone, book cart, fax machine, microfilm machine, microfiche machine, general office supplies, computer, scanner printer, standard Microsoft Windows and Office software, Internet, ILS software, library reference materials, catalogs and databases

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	S
Fire Hazards	N	Fumes and Odors	S
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	S
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

- (1)
- (2) Public Library

PROTECTIVE EQUIPMENT REQUIRED:

Bloodborne Pathogen Protection and clean up kit/equipment

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	N
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)