



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LIBRARY ASSISTANT	23	E	4.119
SENIOR LIBRARY ASSISTANT	25	E	4.118

JOB SUMMARY

Library Assistants perform clerical duties in support of the operation of libraries that house and provide access to a variety of materials in a variety of formats.

JOB DUTIES

LIBRARY ASSISTANT

1. Perform clerical duties, account maintenance, compile information, data entry, process and deliver mail, and file maintenance.
2. Shelve library material, including books, periodicals, and microfilm.
3. Issue library cards and input customer data.
4. Check out and document the return of materials.
5. Verify journal details, check in serials, and update the serials control database.
6. Route selected journals to designated personnel and assist in shelving.
7. Provide customer assistance by directing them to relevant resources and explaining unit policies and procedures.
8. Perform related duties as assigned.

SENIOR LIBRARY ASSISTANT

1. Duties required at the previous level, AND:
2. Perform specialized duties in bibliographic searching, reference, cataloging/metadata, interlibrary loan, course reserves, media, digital, technology services, and/or circulation.
3. Verify accuracy and completeness of information and make required corrections and additions.
4. Conduct copy cataloging to provide electronic access to bibliographic records.
5. Evaluate information needs of customers, instruct, and assist in resource utilization.
6. Prepare materials for shelving.
7. Bind and maintain collection order.
8. Order and receive routine materials, verify orders, submit invoices, and maintain information.
9. Process materials for print or electronic reserves, assess fines, issue notices, and update databases.
10. Process routine interlibrary loan requests, monitor orders, and resolve problems.
11. Maintain library equipment, troubleshoot malfunctions, and perform minor repairs.
12. Collect, maintain, and report statistics.
13. Perform related duties as assigned.

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ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

LIBRARY ASSISTANT

Graduation from high school or equivalent education.

SENIOR LIBRARY ASSISTANT

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

LIBRARY ASSISTANT

Knowledge of:

- Customer service skills; telephone etiquette; operation of a computer and other office equipment; standard office procedures; answering telephones and taking/sending written or electronic-mail messages; distributing mail; internet browsers; manual and computerized recordkeeping methods.
- Data entry techniques.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Read and understand information and materials related to the assignment; understand patron information requests and determine needs.
- Establish and maintain alphanumeric files; file or retrieve records; compare two sources of text and recognize discrepancies.
- Enter data, process records and resolve discrepancies according to clearly established procedures.
- Apply and explain rules, regulations, policies, and procedures.
- Provide clerical support to library staff.

SENIOR LIBRARY ASSISTANT

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Resources, services, organization and functions of various sections and/or branches of a library; search criteria and retrieval methods used with common databases.
- Acquisitions, circulation, cataloging, and interlibrary loan; nationally recognized classification systems; standard word processing, spreadsheet, and presentation software.
- Scope and content of the library collections; established cataloging rules and formats and their interrelationships.

Ability to:

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- Import and edit cataloging records from a national bibliographic utility using national cataloging standards; establish and maintain effective working relationships with library users and staff.
- Perform routine equipment maintenance.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)*

- | | | | | |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running | <input checked="" type="checkbox"/> lifting, 40 lbs | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 40 lbs | <input type="checkbox"/> tasting | <input type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 40 lbs | <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 40 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling |

*Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)*

- | | |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing) | <input checked="" type="checkbox"/> Ability to understand technical manuals |
| <input checked="" type="checkbox"/> Ability to speak | <input checked="" type="checkbox"/> Ability to work amicably with co-workers |
| <input checked="" type="checkbox"/> Ability to write legibly in English | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative

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work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.