



Job Specification

Job Title: Library Assistant I
BCAT Code: 510X CP
Pay Grade: G05

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Performs entry-level clerical work involved with maintaining the library collection and assisting patrons.

Examples of Duties

- Charges, discharges and renews library materials.
- Receives payments for library charges.
- Places book requests for patrons.
- Verifies book orders to determine if materials are held in the library, on order, etc.
- Creates and updates patron files.
- Provides general information about the library to the public.
- Receives book shipments.
- Enters and retrieves necessary information into/from the acquisition system.
- Performs general clerical duties such as opening and distributing mail.
- Types labels for new titles and invoices; files shelf list cards.
- Searches and verifies information in several automated/printed sources.
- Delivers items to be photocopied to the copy center.
- Records identifying data and due date on cards to issue library materials.
- Inspects returned materials for damage, verifies due date and receives payment for library charges.
- Issues overdue notices.
- Sorts materials according to subject classification and returns them to shelves.
- Locates materials for patrons.
- Issues library cards according to established procedures.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of various computer packages.
- Effective time management skills.
- Effective oral and written communication skills.

Minimum GSU Hiring Standards

High school diploma or GED and six months library, customer service, or office experience; or a combination of education and experience. Some positions may require typing skills (30 wpm).

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.