



## **Job Specification**

**Job Title: Library Assistant II**  
**BCAT Code: 510X CR**  
**Pay Grade: G06**

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

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### **General Description**

Performs specialized clerical work involved with maintaining the library collection and assisting patrons.

### **Examples of Duties**

- Places book requests for patrons.
- Enters and retrieves information into/from the automated acquisitions system.
- Assists in training Library Assistant I employees and student assistants.
- Works at the Circulation Desk and provides information to library patrons.
- Charges, discharges and renews library materials; issues overdue notices.
- Collects materials to be placed in the Reserve Collection.
- Maintains the audiovisual equipment used within the library.
- Creates and updates patron files.
- Receives book shipments.
- 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.
- Sorts materials according to subject classification and returns them to shelves.
- Issues library cards according to established procedures.
- Traces and claims missing library materials.
- Performs other related duties as assigned.

### **Knowledge, Skills and Abilities**

- Knowledge of the library cataloging system.
- Knowledge of various computer packages.
- Working knowledge of microcomputers.
- Effective time management skills.
- Effective oral and written communication skills.

### **Minimum GSU Hiring Standards**

High school diploma or GED and one-year 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.*