



Job Specification

Job Title: Library Assistant III
BCAT Code: 510X CT
Pay Grade: G07

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

General Description

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

Examples of Duties

- Provides assistance to the supervisor in managing the daily operations of the assigned area.
- Responsible for the management of fee payment records and deposits.
- Monitors the library's computer systems, and acts as liaison to computer center.
- Maintains the copyright records in accordance with legal guidelines.
- Places book requests for patrons. Verifies book orders to determine if materials are held in the library, on order, etc.
- Enters and retrieves information into/from the automated acquisitions system.
- Assists in training Library Assistant I/II employees and student assistants.
- Works at the Circulation Desk and provides information to library patrons; receives payments for library charges; issues overdue notices.
- Collects materials to be placed in the Reserve Collection.
- Maintains the audiovisual equipment used within the library.
- Charges, discharges and renews library materials.
- 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.
- 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.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Working knowledge of the library cataloging system.
- Working knowledge of microcomputers.
- 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 two years library, customer service, or office experience; or a combination of education and experience. Some positions may require typing skills (35 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.