

## **LIBRARY ASSISTANT I: Circulation**

### **GENERAL RESPONSIBILITIES**

Performs routine Para-professional work in the public library.

### **ESSENTIAL TASK**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Performs circulation desk procedures; such as, checking materials in and out, conduct financial transactions, answers the phone.

Greets customers and, if necessary, provides directions or refers them to appropriate staff members.

Explains library policies, procedures and rules.

Provides information on library activities, facilities and services.

Answers the phone, greets, and refers customers to appropriate staff members.

Maintains and operates basic office and retail equipment.

Maintains customer database.

Maintains materials in shelf order.

Assists customers with the use of library resources and basic information.

Other duties as assigned.

Passport Agent Certification ( training after 3 months)

### **KNOWLEDGE AND ABILITIES**

1. Some knowledge of library principles, methods and procedures.
2. Ability to operate library machines properly.
3. Keyboarding and filing ability.
4. Working knowledge of English grammar and spelling.
5. Willingness to maintain skills in above mentioned area through active participation in appropriate library skills learning experiences.

### **EDUCATION AND EXPERIENCE**

High School graduate or GED.

Keyboarding and general office experience.

Some previous library or work experience.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Typical office environment. Ability to work in confined spaces. Bending/twisting, reaching and felling.

Fingering: keyboarding, writing, filling, sorting. Lifting and carrying: 50 pounds or less.

Handling: processing, picking up and shelving books. Sitting, standing, walking, climbing and stooping. Some standing, waling, moving, climbing, carrying, bending, kneeling, crawling, reach, and handling, pushing, and pulling. Pushing and pulling: object weighting 60-80 pounds on wheels.

### **SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

Non-exempt

Reasonable accommodation may be made to enable individual with disabilities to perform the essential tasks.