

## KERN COMMUNITY COLLEGE DISTRICT

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**CLASS TITLE: LIBRARY ASSISTANT I**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform general clerical work in support of the various sections of the library; check materials in and out of the library; provide general and technical assistance to library patrons.

**DISTINGUISHING CHARACTERISTICS:**

The Library Assistant I classification performs a wide variety of routine clerical assignments and provide general assistance to library patrons. The Library Assistant II typically performs a wide variety of moderately difficult to complex clerical duties in an assigned library function and train and provide work direction to staff during an assigned shift.

**REPRESENTATIVE DUTIES:**

Perform general clerical work such as typing, duplicating, entering information into computer, processing incoming mail and maintaining various files and records; answer telephones and direct callers to appropriate personnel; take and relay messages as appropriate; record and maintain various statistics on library usage. *E*

Check out books and other library materials; receive and process returned materials; inspect condition of materials returned; sort incoming books and prepare book carts; renew materials by phone. *E*

Assist in the processing of library materials; evaluate and maintain orderliness of shelved materials; pull and route materials in need of mending, binding, repairing or discarding; clean and repair materials as directed; glue, re-label or tape books as needed. *E*

Issue library use cards; explain the policy for the library card; contact patrons with overdue library materials; receive and receipt overdue fines; count and record cash received. *E*

Provide general and technical assistance to library patrons; instruct and aid patrons in the use of various library equipment; assist patrons in the use of computer indexes; answer reference and directional questions. *E*

Maintain records of periodical subscriptions; check in new periodicals and prepare for display or introduction to the library collection; route specific periodicals to designated personnel and departments. *E*

Operate a variety of equipment including a copier, microfilm reader, intercom system, television and library security system. *E*

Train and provide work direction to student assistants; assist other library personnel as directed. Assist with inventory of library book collection and supplies as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Telephone techniques and etiquette.  
Operation of standard office equipment including a computer and data entry techniques.  
Basic record-keeping techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Basic math.

**ABILITY TO:**

Perform a variety of routine clerical duties.  
Answer phones and greet the public courteously.  
Make routine math calculations.  
Operate a computer terminal and enter data.  
Maintain routine records.  
Complete work with many interruptions.  
Understand and follow oral and written instructions.  
Learn basic library methods, procedures and terminology.  
Learn to operate a variety of equipment including a intercom system, library security system and a microfilm reader.  
Learn library classification system.  
Learn the location of materials in the library.  
Work cooperatively with others.  
Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of general clerical experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Library environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- |    |                               |    |                                      |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent                |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations.      |
| <u>4</u> | b. | Ability to stand for extended periods of time.   |
| <u>4</u> | c. | Ability to sit for extended periods of time.   |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter.                                     |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels.                                    |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>2</u> | g. | Ability to bend and twist.   |
| <u>2</u> | h. | Ability to lift <u>10</u> lbs.   |
| <u>2</u> | i. | Ability to carry <u>10</u> lbs.  |
| <u>3</u> | j. | Ability to operate office equipment.   |
| <u>2</u> | k. | Ability to reach in all directions.  |

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*