Library Assistant II

Job Code	Job Title	Pay Grade
1999E1	Library Assistant II	19

CONCEPT:
Performs support functions related to library activities for an agency. This primarily involves basic reference, research and cataloging services, processing of loan requests and filing or shelving of books and other library materials. Some positions may be assigned overall responsibility for providing library services in a state institution, school or other facility.

TASKS:

- Performs reference and research services for users, including Internet and database searching.
- Processes books and other materials to prepare them for circulation by laminating jackets assuring proper identification markings, having checkout cards in place and so forth.
- Guides patrons in finding and using library resources, including reference materials, audiovisual equipment, computers, and electronic resources
- Assists clients with on-line retrieval of information.
- Performs cataloging of library materials.
- Processes interlibrary loan requests.
- Shelves and files library materials.

LEVELS OF WORK

- Class Group consists of one class.

Library Assistant II: At this level, the employee is assisting in performing a full-range of library tasks in such areas as collection development, arrangement, preservation and storage. Work may also involve overseeing a library function such as circulation or reserve, or performing various cataloging activities.
Minimum Requirements: Two years of experience in library work. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13
REV: 6/18
REV: 6/19
REV: 6/24