Library Job Function

Library Assistant II
Grade 48

Summary
Under direct and immediate supervision, performs a variety of routine library operations to provide service to patrons and/or to engage in the processing of library materials. Performs tasks receiving detailed instructions as to methods, procedures and desired end results.

Typical Duties

1. Answers general questions from patrons and staff, referring more complex inquiries to immediate supervisor.

2. Charges and discharges materials at circulation and reserve desks, maintaining and processing related records and statistics. May handle confidential information. May check identification of patrons entering the library and inspect bags of patrons leaving the library.


4. Checks and records pre-ordering and pre-cataloging information.

5. Opens, sorts and routes incoming materials and general mail.

6. Files forms and other library materials.

7. May keyboard data using prescribed formats. May proofread and edit.

8. Operates and/or oversees copy machines and takes orders for photographic reproductions of library materials.

9. May prepare material for binding and perform end-processing functions.

10. Contributes to unit goals by accomplishing related duties as required.

Typical Requirements

*Education:* High school graduate or equivalent.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other HUCTW generic job descriptions can be found in HARVie’s Union Contracts section.