



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.
3. Maintains order in book stacks and assists in resolution of problems resulting from misshelved/misfiled materials.
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.

Skills and Experience: Some related work experience preferred. Familiarity with foreign languages helpful. Knowledge of keyboard preferred.

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.