



LIBRARY CIRCULATION ASSISTANT

DESCRIPTION

This is routine clerical work in a library involving basic support services and services to patrons.

Work involves responsibility for routine circulation, shelf maintenance and clerical functions using automated circulation system. Duties include charging books in and out, shelving library materials, data inputting, and telephone answering. This position is also invested with making beginning level library clerical decisions. The work requires that the employee have some knowledge, skill and ability in library clerical functions.

SUPERVISION RECEIVED

Works under the immediate supervision of the Circulation Supervisor

EXAMPLES OF DUTIES

- Charges books, magazines and other library holdings in and out at the circulation desk and collects fines using an automated circulation system.
- Replaces books, magazines and other library holdings on shelves according to numbering sequences.
- Discharges incoming library materials using an automated circulation system and inspects them for damages.
- Performs routine library computer functions.
- Operates a variety of standard office and library machines.
- Performs routine book maintenance and processing including pasting date due stickers, typing spine labels and covering books.
- Answers telephones and provides routine information or refers and transfers calls.
- Assists in assuring accurate library shelving by shelf-reading and reshelving of materials, as needed.
- Assisting customers with internet access and ensuring their technical needs are met.
- Assisting with library events and reading sessions.
- Monitors public areas and library user behavior and takes steps necessary to ensure and maintain safety and an appropriate environment.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Some knowledge of library clerical procedures and practices.
- Good knowledge of clerical practices.
- Good knowledge of the English language.
- Some skill in typing and the ability to do data entry using a computer terminal.
- Good ability to understand and follow written and oral instructions.
- Good ability to pay attention to detail.

- Good ability to establish and maintain effective working relationships with superiors, associates and the general public.

QUALIFICATIONS

A high school diploma or the equivalent and some experience in using libraries

OR an equivalent combination of education and experience substituting based on one (1) year of experience for each year of education.

SPECIAL REQUIREMENTS

None.