

LIBRARY ASSISTANT

DEFINITION

Under general supervision, the Library Assistant performs a wide range of library tasks in support of the Librarian's responsibility to maintain the Court's collection of information resources in multiple locations.

DISTINGUISHING CHARACTERISTICS

This single incumbent position is a general clerical position, and would not be required to supervise subordinate staff.

TYPICAL TASKS

- Collecting, receiving and processing mail and shipments of library materials;
- Filing loose-leaf updates, pocket parts and supplements;
- Shelving all reference materials;
- Assisting with miscellaneous library projects.

EMPLOYMENT STANDARDS

Knowledge of: Library procedures and practices; automated database systems; standard reference materials and library tools.

Ability to:

- Work accurately with attention to detail;
- Be self-motivated and able to work independently following established practices and procedures;
- Interact effectively with bench officers and all levels of Court staff.

EXPERIENCE/EDUCATION

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required abilities would be:

Either A: Possession of a Certificate of Proficiency in Library Technology from an accredited institution; OR B: Completion of the twelfth grade or equivalent and one year work experience in a library or equivalent setting.

PHYSICAL CHARACTERISTICS

Sitting, walking, reaching and grasping. Strength, dexterity and coordination to handle books and reference materials; occasional lifting of objects weighing up to 25 lbs., such as boxes, stacks of papers and other reference materials. Mobility to move from place to place within different court locations.