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Job Specification

SENIOR LIBRARY ASSISTANT

DEFINITION

Under limited supervision of a Supervising Librarian or a Principal Library Assistant in a library in a State department, institution or agency, performs a variety of nonprofessional library duties which involve specialized knowledge and skills in one or more library functional areas and the services, practices, procedures terminology and general classification scheme of library collections; does related work as required.

SUPERVISORY CONTROLS

Employees work under the supervision of a Supervising Librarian or a higher level Library Assistant within a framework of established library policies, rules, regulations and standardized procedures in performing a variety of detailed library duties. Assignments are specified, but the incumbent has considerable freedom as to the selection of procedures, timing, material and work aids to be utilized. Decisions made or actions taken deal recurrently with similar situations or problems. Advice and guidance is available whenever controversial or unusual questions or matters are involved, or whenever guides and precedents are not applicable or their applicability is not clear. Work is reviewed periodically to insure compliance with procedures and quality standards.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Answers patrons' inquiries pertaining to library hours, physical location of library material, offices or personnel, including explanation of basic index systems, e.g., card catalog, readers guide, microfilm and topical files; refers complex questions to supervisor.

Upon request, locates books and publications, based upon the call number in immediate vicinity of its expected location.

Charges and discharges library material to users; inspects books for damage; computes and collects fines and makes change.

Lists overdue library material from card files and completes overdue notices for notifying patrons.

Reviews library membership applications for completeness as to name, address and similar personal identification; records changes of such information.

Receives requests for loan of library books and publications from other libraries; searches for and obtains items being loaned, ensuring that material is consistent with request; posts data to loan records as to title, author, quantity and other identifying information.

Functions as a lead worker over subordinate personnel, being charged only with the responsibility of ensuring that assignments are completed as directed.

Compiles numerical reports on circulations, accessions or other aspects of library operations using basic arithmetic.

Performs filing or shelving tasks involving the use of the Dewey Decimal Classification System and alphabetical filing systems beyond the initial letter of a word.

Prepares books and other library materials for circulation.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

REQUIREMENTS:

EDUCATION:

Successful completion of one (1) year (30 semester hour credits) in a librarian technician course at an accredited college.

OR

EXPERIENCE:

One (1) year of experience in practical knowledge of library functions, services, terminology, techniques, procedures and tools (card catalog, microfilm, shelving, circulation systems, etc.).

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of basic arithmetic operations using whole numbers.

Knowledge of standard library reference tools (encyclopedia, periodicals, atlas, readers guide and card catalog systems).

Knowledge of Dewey Decimal Classification System, but does not have to commit to memory what each numerical classification represents.

Ability to perform extensive alphabetical filing beyond the initial letter of a word.

Ability to perform numerical filing beyond the initial digit in a sequence of figures.

Ability to converse, speaking clearly, concisely and courteously.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code(s) which are different work week or work month and/or variants of the job class title:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
74133		S	C	35	09	N/A	A10	-
74137		S	C	35	09	N/A	A05	10 Month

This job specification is for **state** government use only.

Salary range is only applicable to state government.

Local salaries are established by individual local jurisdictions.