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Job Specification

LIBRARY ASSISTANT

DEFINITION

Under close supervision of a Supervising Librarian, or a Principal Library Assistant in a library in a State department, institution or agency, performs routine non-professional library work of a varied nature directly related to the acquisition, organization, maintenance and distribution of library materials; does related work as required.

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:

Obtains books and other library materials for readers and librarians.

Prepares books and other library materials for the collection, including labeling, marking, pocketing, mending and reinforcing.

Shelves and shifts books and other library materials as required and maintains the stocks and files in an orderly condition.

Charges and discharges books and other library materials; collects and records fines.

Clips newspapers and other serials as directed.

Prepares and forwards overdue notices and other routine library forms.

Checks in and files documents, pamphlets and serials (newspapers and magazines), including Braille, Talking Books and other specialized materials where so required.

Prepares materials for binding, reinforcing and mending.

Checks simple entries (author and/or title) in catalog; files catalog cards.

Opens and distributes mail as may be required.

When required, may do typing which is uncomplicated, does not require skill or speed, and which is of a nature reasonably to be expected of employees in a library.

Collects data for statistical reports.

Maintains essential records and files.

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.

LICENSE:

Appointees 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 the procedures and methods of present day business offices.

Knowledge of the problems inherent in organizing assigned library clerical work to be done without close supervision.

Knowledge if the problems likely to be encountered in working in a library and of the methods likely to be effective in working with varied types of persons.

Ability to learn quickly from oral and written explanations and from demonstrations.

Ability to organize assigned library clerical and other work.

Ability to keep exact, detailed library records and files.

Ability to understand library filing and classification systems.

Ability to work harmoniously with associates, superior officers and with adult and child patrons of the library.

Ability to understand the importance of following established procedures and regulations.

Ability to perform clerical and record keeping duties.

Ability to maintain established library records and files.

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
74132		S	N	35	08	N/A	A09	-
74136		S	N	35	08	N/A	A04	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.

10/1/2016
