

### Classification Description Summaries

	<b>Library Assistant I</b>	<b>Library Assistant II</b>	<b>Library Assistant III</b>
Level and Scope	This is the first level of a six-level series.  Performs <u>basic tasks</u> in acquiring, organizing, preserving, or interpreting information resources that support a <u>specific library, archives, or records process</u> .	This is the second level of a six-level series.  Performs <u>basic tasks</u> in acquiring, organizing, preserving, or interpreting information resources that support a <u>narrow range of library, archives, or records processes</u> .	This is the third level of a six-level series.  Performs <u>moderately difficult duties</u> in acquiring, organizing, preserving, or interpreting information resources that support a <u>narrow range of library, archives, or records processes</u> .
Complexity	Responsibilities are <u>straightforward</u> and performed within a <u>well-defined, highly structured, prescribed set of parameters</u> .	Responsibilities are of <u>limited complexity</u> and performed within a <u>defined, structured, prescribed set of parameters</u> .	Responsibilities are <u>multi-faceted</u> and performed within <u>prescribed set of parameters</u> .
Judgment, Authority, Decision-making	Employees at this level exercise <u>limited independent</u> judgment in determining methods or procedures to be used in making minor decisions.	Employees at this level exercise <u>some discretion</u> in selecting alternative work methods within a limited range of choices or in rendering independent judgments.	Employees at this level exercise a <u>moderate</u> amount of independent judgment in developing their own work sequences and in selecting alternative work methods within a range of choices.
Knowledge and application of standard or specialized library systems	<u>Limited</u> knowledge and application of standard or specialized library systems.	<u>General</u> knowledge and <u>limited</u> application of standard or specialized library systems.	<u>Familiarity</u> with and <u>limited</u> application of standard or specialized library systems.
Type of supervision received:	Work is performed under <u>close and direct</u> supervision.	Work is performed under <u>direct</u> supervision and is controlled by routine review and reporting to or consulting with supervisors.	Work is performed under <u>general</u> supervision and is periodically reviewed for progress and conformance to established policies and requirements.
Type of supervision exercised:	<u>May assist in training, and/or monitoring student assistants</u> .	<u>May train, and/or monitor student assistants</u> .	<u>May train, and/or supervise student assistants and/or monitor the work of regular staff</u> .
Contacts	Contact may be within the unit / department or within Libraries to expedite the processing of materials and information. May be occasional contact with a diverse patron population to provide general information about unit or general library operations and services.	Contact may be within the unit / department or within defined other Libraries' departments, as well as with a diverse patron population, to provide information and explain services, policies or procedures, and to receive information necessary to complete work assignments. Questions that require interpretation or are not easily resolved are referred to a Supervisor.	Contact may be within or outside of the unit/ department, as well as with a diverse patron population to explain ideas and concepts as well as answering questions, providing information/data and solving routine problems. Questions that require interpretation or are not easily resolved are referred to a Supervisor.
Minimum qualifications	A. <u>High School diploma or GED and six</u> months of library or related clerical / customer service experience.	A. <u>One year</u> of college education and <u>six</u> months of library or related clerical / customer service experience; OR,  B. <u>One year</u> of library or related clerical/ customer service experience; OR,  C. Any equivalent combination of experience, training and/or education.	A. <u>One year</u> of college education AND <u>one year</u> library or related clerical / customer service experience; OR,  B. <u>Two years</u> library or related clerical / customer service experience; OR,  C. Any equivalent combination of experience, training and/or education.
Physical Demands/ Work Environment	The work environment has normal hazards and discomforts typical of libraries, archives, offices, and meeting or training rooms. Most work is performed at a standard desk and requires moderate to constant use of a computer workstation. Occasional lifting and movement of heavy materials and equipment is required.	The work environment has normal hazards and discomforts typical of libraries, archives, offices, and meeting or training rooms. Most work is performed at a standard desk and requires moderate to constant use of a computer workstation. Occasional lifting and movement of heavy materials and equipment is required.	The work environment has normal hazards and discomforts typical of libraries, archives, offices, and meeting or training rooms. Most work is performed at a standard desk and requires moderate to constant use of a computer workstation. Occasional lifting and movement of heavy materials and equipment is required.