

**OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL**

**LIBRARY AIDE I**

**Position Code: K4901**

**DISTINGUISHING FEATURES OF THE CLASS**

Under immediate supervision, performs routine clerical and manual duties in support of professional and paraprofessional library functions; performs routine filing, receiving of materials, photocopying and labeling.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Performs routine filing and record maintenance of library materials not requiring knowledge of library tools or systems.
2. Affixes labels to library materials, stamps with identification or performs other routine work to prepare materials for use of patrons or library staff.
3. Opens, stamps and distributes incoming mail or correspondence according to established procedures.
4. Serves as telephone receptionist.
5. Photocopies materials at the direction of professional or paraprofessional staff.
6. Obtains supplies and performs routine equipment maintenance.
7. Performs other duties as required or assigned.

**REQUIREMENTS:**

**Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of four years high school.

**Knowledge, Skills and Abilities**

Requires working knowledge of correct English usage, punctuation, spelling, grammar and vocabulary.

Requires elementary knowledge of routine library functions and procedures.

Requires ability to understand numbers and simple numbering sequences.

Requires ability to understand basic filing systems.

Requires ability to prepare and maintain routine clerical records.

**LIBRARY AIDE I (Continued)**

Requires ability to understand and follow simple oral and written instructions.

Approved by the Secretary of State Merit Commission - January 12, 1982

Effective - January 16, 1982

**EXAMINATION INFORMATION**

Tests and Weights:                      Written Test, 100%

Knowledge Tested:                      Name & Number Checking  
   Spelling  
   Vocabulary  
   Arithmetic  
   Alphabetic & Numeric Filing

Length of Eligibility:                      1 year