

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

LIBRARY AIDE II

Position Code: K4902

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, performs a variety of moderately difficult and difficult clerical duties in support of professional and paraprofessional library functions; performs library-related work including service to patrons for the circulation of materials, filing of more complex library materials and/or supporting materials, shelving and retrieval of library materials, initial acquisitions processing or other equivalent work.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Shelves and retrieves materials for direct or indirect patrons in all formats according to multiple library classification schemes.
2. Serves as an attendant at the circulation desk; directs patrons to proper person or place; handles requests for owned materials, verifies and directs to proper location.
3. Charges out and checks in library materials whether manually or using computerized system; performs other related circulation functions.
4. Directs superseded reference material to stacks according to established conventions; directs material to be withdrawn to proper unit or discards material as directed; performs routine maintenance of shelved material and identifies material in need of binding or rebinding.
5. Performs clerical operations relative to checking of supportive library files and refers errors or problems to appropriate professional or paraprofessional staff.
6. Checks in and records data pertinent to new library materials in all formats; claims unreceived items.
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 and one year library clerical experience or closely related experience.

LIBRARY AIDE II (Continued)

Knowledge, Skills and Abilities

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

Requires working knowledge of clerical library services, practices and procedures.

Requires ability to prepare and maintain detailed records.

Requires ability to understand numbers and numbering sequences.

Requires ability to file library materials in accordance with various classification systems.

Requires ability to deal tactfully with patrons and the general public.

Requires ability to understand and follow oral and written instructions of some complexity.

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
 Alphabetical & Numerical Filing

Length of Eligibility: 1 year