

CLASS TITLE: LIBRARY ASSISTANT II

1. Duties that are characteristic as to type and level:

Sub-professional and clerical library work of more than ordinary difficulty and responsibility involving performance and carrying out of more difficult and responsible library clerical tasks and routines at a level requiring prior experience or training in library operations and techniques; performed under general professional supervision.

2. Typical tasks or assignments:

Performs and is generally directly responsible for circulation desk routine; reserves books and explains lending rules; supervises junior assistant and pages in the processing, coding, and shelving of books; performs many of the routine tasks more properly performed by librarians on a relief or training basis; performs a variety of technical tasks requiring considerable skill or knowledge of procedure in any of the major library departments; has charge of a branch library in the librarian's absence.

3. Minimum qualification requirements:

a. As to education, training, and experience:

College graduation with a degree in liberal arts; or graduation from high school and three years of prior experience in a public library at the junior assistant level; or any satisfactory equivalent combination of education and training.

b. As to special knowledge, ability, and skill:

Good knowledge of technical library work and of library practice, policies, and aims.

General knowledge of books and of book classification.

Ability to meet and deal effectively with the general public.

Neat, courteous, and efficient.