



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Library Assistant

FLSA: NE

SERVICE: Classified

REVISED: 6/1/05

Summary: Under close supervision, performs clerical work of moderate difficulty in providing public and technical assistance in the public library district; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Performs office and clerical work.
- Assists in maintaining a pleasant, safe and informative district library environment.
- Assists in maintaining various district library programs and activities.
- Assists Librarian with sources and reference needs.
- Assists in the preparation of informational pamphlets, handouts and other materials.
- Assists in identifying needs of the district library.
- Prepares library materials for shipment to County libraries.
- Assists in locating materials for patrons.
- Files documents and maintains organized filing system.
- Laminates paperback books and other library materials.
- Scans coversheets for jackets of library audio visuals.
- Assists with inter-loan materials.
- Faxes information from State library to schools and public libraries.
- Orders supplies for the office.

Knowledge and Skills:

- Knowledge of library catalog systems.
- Knowledge of computer software.
- Knowledge of customer service principles.
- Knowledge of library operations.

- Skill in operating common office and library machines.
- Skill in researching and mining information from the internet.
- Skill in organizing, updating and maintaining records and automated systems.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Minimum Qualifications:

High School Diploma or GED; AND one year clerical work experience.