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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : LIBRARY ASSISTANT (SCHOOLS)
Code: 310012 NKM
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Competitive

GENERAL STATEMENT OF DUTIES

Performs a wide variety of library clerical duties in a school library requiring prior training and knowledge of library practices; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties involve para-professional library work requiring the exercise of independent judgment in the application of prescribed procedures and methods.

TYPICAL DUTIES

1. Reserves library materials for readers and maintains inter-library loan records. Registers borrowers and explains lending rules. Compiles data for statistical reports.
2. Maintains shelf lists and records added copies and new editions. Records withdrawals, reinstatements, and transfers. Orders Library of Congress cards and makes cards for added entries.
3. Checks lists against catalog and searches for simple bibliographical data. Checks order cards and invoices. Enters accession information and maintains check list of serials.
4. Treats books for preservation and prepares material for binding. Keeps binding records.
5. Catalogs fiction, as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of library techniques, systems, and procedures.
2. Skill in the performance of clerical and manipulative tasks.
3. Ability to understand and follow oral and written instructions.
4. Ability to maintain working relationship with others.
5. Ability to operate a typewriter.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and

Four years of satisfactory experience in library clerical routines.

- NOTE:**
1. College education from a regionally accredited or New York State registered college or university may be substituted for the experience, as outlined above, on a year-for-year basis up to a maximum of two years.
 2. Experience, as outlined above, in excess of the four-year requirement may be substituted for high school education on a year-for-year basis up to a maximum of two years.