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## Job Specification

### LIBRARY ASSISTANT

#### DEFINITION

Under close supervision, performs a variety of routine nonprofessional library tasks; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**NOTE: Appointments may be made to positions requiring bilingual skills.**

#### 07469- Bilingual in Spanish and English.

##### SPECIAL SKILL

Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

#### EXAMPLES OF WORK:

Charges and discharges library material to users.

Computes and collects fines and makes change.

Answers patron inquiries pertaining to physical location of library material, library hours, offices and personnel, and availability and reserve of popular or new publications.

Reviews library membership applications for completeness as to name, address, and similar personal identification, and records changes of such information.

Lists overdue library material from card files and completes overdue notices for notifying patrons.

Performs filing or shelving tasks involving the use of the Dewey Decimal Classification System and alphabetical filing systems beyond the initial letter of a word.

Locates required publications primarily based on call number.

Performs searches for publications in immediate vicinity of its proper location.

Checks shelves to ensure materials are filed properly.

Clips articles from newspapers/periodicals and arranges clippings in suitable form according to topical subject matter as directed.

Repairs library material using mending tape, paste, and brush; places covers on material; pastes book pockets and/or data slips; sprays lacquer to protect spine.

Prepares library materials for circulation.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**REQUIREMENTS:****LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Knowledge of basic arithmetic using whole numbers.

Ability to perform extensive alphabetizing beyond the first letter of a word.

Ability to converse, speaking clearly, concisely, and courteously.

Ability to comprehend and follow written and/or oral one-or-two step instructions.

Ability to perform numerical filing beyond the initial digit of a sequence of figures.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**This job specification is applicable to the following title code(s) which are different work week or work month and/or variants of the job class title:**

Job Spec Code	Variant	State, Local or Common	Class of Work Service Week	State Class Code	Local Class Code	Salary Range	Note
07467		L	N	N/A	00		-
07469	Bilingual In Spanish And English	L	N	N/A	00		-

This job specification is for **local** government use only.

Salary range is only applicable to state government.

Local salaries are established by individual local jurisdictions.

08/02/1996