



## LIBRARY ASSISTANT / CIRCULATION

CLASSIFICATION	C
RANGE	\$21,775 TO \$34,177
FLSA	NON-EXEMPT

### GENERAL STATEMENT OF DUTIES:

Performs responsible library work providing general library services, does related work as assigned.

### DISTINGUISHING FEATURES OF THE CLASS:

An employee of this class performs responsible duties in providing direct or support services to library patrons. Reports to Library Director or designated supervisor.

### EXAMPLES OF WORK *(Illustrative Only)*:

- Assist patrons with requests for information.
- Assist patrons who wish to borrow or return materials.
- Keep library materials shelved and in good order.
- Assist patrons in using library catalogs and the Internet

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good general knowledge of clerical skills, ability to interact well with library patrons; ability to use online library catalogs and Internet services; ability to follow directions; ability to write and speak effectively.

### ACCEPTABLE EDUCATION AND EXPERIENCE:

Education equivalent to graduation from high school. Additional education and library experience are desired but not required.