Job Title: Library Assistant II

BCAT Code: 09TX60  Pay Grade: G06  Effective Date: April 1, 2007
FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Performs specialized clerical work associated with maintaining the Library collection and assisting patrons.

Examples of Duties
- Places book requests for patrons.
- Enters and retrieves information into/from the automated acquisitions system.
- Assists in training Library Assistant I employees and student assistants.
- Works at the Circulation Desk and provides information to library patrons.
- Charges, discharges and renews library materials.
- Verifies due dates and issues overdue notices.
- Collects materials to be placed in the Reserve Collection.
- Maintains the audiovisual equipment used within the Library.
- Creates and updates patron files.
- Receives book shipments.
- Performs general clerical duties, such as opening and distributing mail.
- Types labels for new titles and invoices; files shelf list cards.
- Searches and verifies information in several automated or printed sources.
- Delivers items to be photocopied to the Copy Center.
- Inspects returned materials for damage.
- Receives the payment for library charges.
- Sorts materials according to subject classification and returns them to shelves.
- Issues library cards according to established procedures.
- Traces and claims missing library materials.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of the library cataloging system.
- Knowledge of various computer packages.
- Working knowledge of microcomputers.
- Effective time management skills.
- Effective oral and written communication skills.
- Good typing skills (30 wpm).

Minimum GSU Hiring Standards
High school diploma or GED and one year of library, customer service, or office experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources  Classification Section