BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM

Class Title: Library Assistant I

Class Code: 1501
Pay Grade: 505

GENERAL CLASS DESCRIPTION:

Under direct supervision, performs library duties requiring limited judgment in the application of policies and procedures within the area of assignment and according to stated guidelines. Duties may involve the use of the library's automation system, various software packages, conventional library materials and office equipment. May provide very limited supervision to a few student employees.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Performs public service and/or technical processing duties that involve basic knowledge of unit policies and procedures.

2. Uses one or two library automated system modules in such activities as inputting basic information, searching easily identifiable records, recording payments, or checking in/out materials.

3. Applies basic knowledge of a limited number of software packages such as e-mail, print and electronic document processing, or specialized applications used by the unit.

4. Assists library users providing basic service and information relative to the area of assignment and according to established guidelines.

5. Communicates with other university offices and outside agencies such as libraries and vendors on routine matters.

6. Assigns work to and checks work of a few student employees.

7. Performs duties with limited authority to make exceptions; higher-level staff is available onsite to whom problems may be referred.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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KNOWLEDGES, SKILLS AND ABILITIES:

1. Basic knowledge of unit's routines, functions, policies, procedures, and forms.

2. Ability to communicate effectively with staff and library users, orally and in writing.

3. Basic knowledge of library terminology.

4. Basic skill in utilizing a computer, software, online systems, and conventional office equipment.

5. Ability to accurately follow oral and written instruction.

6. Ability to organize and prioritize multiple tasks.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. One year of library work experience, or

2. Any combination of related work experience, undergraduate education, and/or post-high school library training totaling two years.

REVISION EFFECTIVE October 1, 2002

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