

NO RTEC JOB SPECIFIC SKILLS COMPETENCY

LIBRARY ASSISTANT

DOT: 249.367-046

CORE SKILL COMPETENCIES/INDICATORS:

1. Can open, sort and route incoming mail and prepare outgoing mail.
2. Can utilize a multi-line telephone system.
3. Can correctly answer standard questions relating to the library's hours, services, functions, etc.
4. Can accurately record and route messages.
5. Is familiar with card catalogs, Dewey Decimal System and filing procedures.
6. Can sort books, publications and other items according to classification codes and return them to shelves, files or other designated areas.
7. Can issue patrons identification card according to the established system.
8. Can check out materials to patrons following appropriate procedures for date due, check out limits, etc.
9. Can check in materials returned by patrons following appropriated procedures for paperwork, late fines, review for damages, etc.
10. Can receive, count and pay out cash for overdue payments.
11. Can inspect books and perform needed repairs, using mending tape and paste and/or place plastic covers on books.
12. Can assist patrons with minor complaint and appropriately refer major complaints.
13. Can assist patrons in locating materials and finding reference items.
14. Can verify bibliographic information on order requests.
15. Can accurately file cards in card catalog.
16. Can review records to compile lists of over due books and issue over due notices to patrons.
17. Can operate standard office equipment (fax, shredder, postage meter, adding machine, typewriter, etc.).
18. Can operate microfiche, microfilm, tape recorder, projector, VCR and/or other library equipment (*identify*).
19. Can operate a photocopy machine; change paper, make minor adjustments, frame text, etc.
20. Can operate a standard library computer software package (*identify*).
21. Can enter catalogue information into the library's computer.
22. Can instruct/assist patrons on how to use standard library equipment; microfiche, microfilm, VCR, tape recorder, computer, etc.
23. Can assist in planing, designing and preparing posters, bulletin boards, displays, etc.
24. Can assist with inventory of library items and help put together bibliographies.
25. Can communicate effectively with patrons, maintaining a pleasant demeanor.