

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LIBRARY ASSISTANT I - 1588

NOTE: formerly Library Aide

DEFINITION:

Under immediate supervision, to perform a variety of routine tasks in the City's libraries; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Sorts, shelves, moves, retrieves, and straightens books and other library materials;
- Checks books and other library materials in/out to the public;
- Places magazines and pamphlets in covers for library use;
- Performs routine clerical library tasks using a computer;
- Repairs torn pages with mending tape and pastes in new book pockets;
- In a training capacity, occasionally assists with general office clerical work including typing and filing;
- Sorts, discards, and routes material according to specific instructions;
- Retrieves library materials for patrons and answers routine questions;
- Collects fees for overdue books;
- Files records, documents, and maps;
- Assists the public and other library staff;
- Runs errands.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

No specific education or experience is required.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.