

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LIBRARY ASSISTANT II - 1590

NOTE: formerly Library Clerk

DEFINITION:

Under general supervision, to perform a variety of journey-level library-related clerical duties in the Library Department.

*** EXAMPLES OF DUTIES:**

- Registers and issues library cards to patrons;
- Checks library books and materials in and out using an automated on-line circulation system;
- Calculates and collects fines and other charges for overdue, lost or damaged library materials;
- Answers routine questions regarding the location and use of library facilities and resources as well as basic reference questions;
- Explains general library policies and procedures to library patrons and assists them in using automated catalog system;
- Types book orders, book lists, memorandums, and other reports and correspondence;
- Compiles statistics and maintains records and files related to library services and activities;
- Determines the availability of books and other library materials requested by patrons and other libraries;
- Requests books from other libraries for patrons;
- Places new book orders and other library materials using an automated acquisition system;
- Receives and processes new books, periodicals and other library materials; searches data bases for bibliographic records and enters cataloging data for books into an automated catalog system;
- Enters and deletes book information from an automated circulation system;
- Orders supplies and processes mail;
- Retrieves materials from storage; and answers patrons' questions regarding the availability of storage materials;
- Troubleshoots minor patron computer use problems;
- Supervises branch or section in absence of professional Librarians or Library Assistants;
- Assists Librarians with less-complex administrative projects;
- Oversees patron use of microform equipment, and maintains microform collections;
- Makes collection suggestions to librarians based on patron requests or book reviews;
- Performs basic equipment and library book maintenance;

*** 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.

- Conducts patron training on all electronic technologies including the Internet, resume worker, research databases and computerized word processing;
- Leads the work of subordinate clerical personnel.

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.

One year of full-time clerical experience, including six months of full-time experience directly assisting library patrons; ordering and processing library books and materials; working with the automated library cataloging and circulation systems; or working with bibliographic data bases. Ability to type at a corrected speed of 30 net words a minute. Some positions may require the ability to type at a corrected speed of 50 net words per minute.