

LIBRARY ASSISTANT-SECRETARY

DEFINITION

To perform varied and complex subprofessional library work; and to provide secretarial and administrative support to library management staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an educational manager.

May exercise technical or functional supervision over student assistants.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Perform varied secretarial duties; take and transcribe dictation; type a variety of correspondence, memoranda and reports; screen calls and visitors; open, sort and route mail; maintain budget, personnel and related files; interpret policy and procedure within assigned area.

Prepare all orders for library materials including books, government documents, pamphlets, periodicals and microfilm.

Independently compose correspondence and memoranda of a routine nature.

Respond to student, faculty and public requests for information.

Receive invoices for purchases; maintain accounting system for payables and receivables; pay on a confirming requisition or continuing order; maintain ledger and balance of accounts in budget.

Dispatch service requisitions; determine priorities and assign.

Assist in the coordination of library operations; coordinate the scheduling of library facilities.

Maintain accurate inventory of books listed as outstanding, lost or stolen.

May prepare bibliographies, workbooks, study guides and related materials for production.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Library terminology and standard practices.

Methods of practices of financial record keeping.

English usage, spelling, grammar and punctuation.

Modern office procedures, methods and equipment including word processing.

Basic mathematics.

(Over)

Skill to:

Perform subprofessional library duties relating to technical and public services.

Type at a speed of not less than 50 words per minute from clear copy.

Take dictation by any means at a speed of not less than 90 words per minute and transcribe it accurately.

Interpret and explain District policies, rules and regulations.

Work independently in the absence of supervision.

Analyze situations carefully and adopt effective courses of action.

Operate office machines and equipment including typewriter, calculator, and personal computer.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Three years of paraprofessional library experience including some secretarial experience.

Training:

Equivalent to completion of the twelfth grade with supplemental courses in library technology.