

**Alaska Court System
Class Specification**

LIBRARY ASSISTANT II

Range: 10

EEO4: 6

SOC: 25-4031

Class Code: C0250

Definition:

Under general supervision, the Library Assistant II performs library work of broad scope and complexity in support of the operation of the court.

Distinguishing Characteristics:

Positions in the Library Assistant series provide a variety of library work to support the efficient operation of the Alaska Court System.

The Library Assistant II performs moderately difficult tasks requiring some prior training and experience. This class is distinguished from Library Assistant I by the exercise of greater independent judgment with more consequence of error. This class is distinguished from Library Assistant III by the lack of supervisory responsibilities.

Supervision Received: The Library Assistant II works under general supervision of a higher level paraprofessional library assistant or professional librarian. Supervision is received through personal conference, general observation of work in progress, and occasional review by the supervisor of completed work.

Supervision Exercised: Positions in this job class typically do not have supervisory responsibilities, but may assist in training and provide assistance to lower-level positions.

Examples of Duties:

Operate computer terminal to search new orders in the standing orders file and the in-process file of acquisitions subsystem.

Request cataloging products from the computer's database, input into the bibliographic file, and maintain bibliographic database, which supports specific library functions.

Complete technical processing of hard copy and microform materials.

Maintain special sections of collection, such as government documents program.

Place orders for new hard copy and microform purchases.

May file and retrieve material in a complex filing system, and determine appropriate cross-references.

Receive training to work as back-up reference assistant for Library Assistant III.

Knowledge, Skills, Abilities:

A Library Assistant II requires working knowledge of:

- Technical library processes, techniques and procedures.
- Basic legal terminology.

A Library Assistant II requires skill in:

- Maintaining accurate records.
- Learning new technical systems and procedures as they relate to the duties of this job class.
- Operating standard and specialized office equipment and software applications.

A Library Assistant II requires the ability to:

- Perform moderately difficult clerical and technical work.
- Work without close supervision.
- Speak and write clearly.
- Deal effectively with library patrons and the general public.
- Work cooperatively with other library staff.

Minimum Qualifications:

Graduation from high school or completion of a General Education Development (GED) certificate AND two years of clerical or library work experience, one of which was at the level of Library Assistant I with the Alaska Court System or the equivalent elsewhere.

OR

A bachelor's degree in any field AND one year of clerical or library work experience.

OR

Graduation from high school or completion of a General Education Development (GED) certificate AND completion of an appropriate vocational training course of study such as business college AND one year of clerical or library work experience.

05/89 - Revised

01/03 - Substitution Added

09/08 – Revised, WPA

11/13 – Revised

02/14 - Revised