

**Alaska Court System
Class Specification**

Library Assistant III

Range: 12

EEO4: 06

SOC: 25-4031

Class Code: C3206

Definition:

A Library Assistant III performs complex library tasks based upon extensive knowledge of particular library functions. This is the paraprofessional level.

Distinguishing Characteristics:

A Library Assistant III is the highest level in the Library Assistant series. Positions in this class are typically responsible for difficult and complex paraprofessional/technical tasks with a high consequence of error.

A Library Assistant III is distinguished from Library Assistants I and II by the performance of supervisory and/or paraprofessional tasks and the exercise of greater independent judgment in performance of job duties. This class is distinguished from Law Librarian by the absence of professional library duties assigned.

Supervision Received: A Library Assistant III works under the general supervision of a Law Librarian. Supervision is received through personal conference, general observation of work in progress, and occasional review by the supervisor of completed work. A Library Assistant III may function independently as a paraprofessional without close supervision by a professional librarian.

Supervision Exercised: A Library Assistant III may supervise Library Assistants I and II on a regular basis or for specific projects.

Examples of Duties:

Assume functional responsibility for the operation of a reference desk in the absence of a Law Librarian.

Locate, identify, and obtain requested material and bibliographic information for users from local resources or through library networks.

Assist in verification and compilation of the library's bibliographic holdings for inclusion in online catalogs.

Independently resolve subscription problems through original correspondence or telephone conversations with dealers or publishers, referring only very difficult problems to the supervisor.

May supervise and coordinate the work of subordinates.

Knowledge, Skills, Abilities:

A Library Assistant III requires knowledge of:

- Elementary librarianship;
- Basic accounting procedures;
- Reference and technical services functions in a library system.

A Library Assistant III requires the ability to:

- Use and explain library materials, services and policies;
- Reason logically and accurately;
- Speak and write clearly and effectively;
- Apply principles and techniques of the work described;
- Work cooperatively with others.

Minimum Qualifications:

A high school diploma or General Educational Development (GED) certificate AND three years of library or clerical work experience in a progressively responsible capacity AND the ability to type at least 40 words per minute. The required work experience is met by service as a Library Assistant II or Deputy Clerk II with the Alaska Court System or an equivalent position with another employer.

OR

An Associate of Arts degree in Library Science AND one year of library or clerical work experience in a progressively responsible capacity AND the ability to type at least 40 words per minute. The required work experience is met by service as a Library Assistant II or Deputy Clerk II with the Alaska Court System or an equivalent position with another employer.

OR

A bachelor's degree from an accredited college in any field AND the ability to type at least 40 words per minute.

01/89 – Revised

01/03 – Revised

11/10 – WPA, MQs

02/14 – Remove MQQ's