

Jurisdictional Class: Competitive
Adopted: March 21, 1991
Revised: January 26, 2015

LIBRARY AIDE/TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for performing a variety of clerical and nonprofessional tasks in a school library. Responsibilities include reading to children and aiding them in the use of library equipment and facilities as well as the performance of library clerical operations. The work is performed under the direct supervision of the school librarian or other professional staff. Supervision may be exercised over the work of student helpers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a typewriter, word processor, and/or computer in performing duties as described below:
Types materials from copy, rough draft, dictaphone cylinders, and other detailed instructions;
Types records and reports and checks for clerical accuracy, completeness, and proper extensions;
Aids students in finding and using reference materials;
Aids students in the use of computers and other forms of technology in the library;
Assists in preparing and setting up library displays and bulletin boards;
Issues and collects audiovisual equipment and reading materials and instructs students in its use;
Shelves returned books, records, magazines, and other reference materials;
Requisitions library and audiovisual equipment as needed and processes upon receipt;
Keeps daily records of circulation of library materials;
Assists in annual inventory and reads shelves;
May supervise and train student helpers;
May be responsible for supervision of library in absence of librarian.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of library terminology, procedures, and equipment;
Working knowledge of arithmetic and business English;
Ability to establish good relationships with children and others;
Ability to type accurately at an acceptable rate of speed;
Ability to maintain discipline;
Ability to understand and follow oral and written instructions;
Good clerical aptitude;
Interest in knowledge and reading materials.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and proof of typing ability*.

*Proof of typing ability: Experience or a course in typing, computer, or data entry within the last five (5) years, or an acceptable typing waiver held within the last five (5) years showing ability to type at 35 wpm.

NOTE: Clerical office experience may be substituted on a year-for-year basis for high school but you must still possess proof of typing ability as indicated above.