

DRAFT CIRC ASSISTANT 2018

SALARY GRADE 4 CLASS: LIBRARY ASSISTANT III

JOB TITLE: Circulation Assistant

REPORTS TO: Circulation Manager

FLSA STATUS: Non-exempt

STATEMENT OF DUTIES AND RESPONSIBILITIES

An employee in this position performs circulation, library account registration and maintenance, readers' advisory, and ready reference duties.

EXAMPLES OF WORK

1. Checks library materials in and out through automated circulation system
2. Registers new library cardholders, renews cards, and updates patron information
3. Helps library users locate various library materials within the ARL system and/or throughout the NC Cardinal consortium; helps library patrons use the online catalog
4. Reads shelves to ensure materials are in proper order
5. Notifies users of overdue materials and reserves in person and by phone
6. Collects fines and fees
7. Shelves books and other library materials as needed
8. Answers telephone at Circulation Desk and directs calls

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to deal tactfully, courteously, and effectively with the public and other employees

Ability to use a computer

Ability to learn library procedures

Ability to bend, lift, stoop and carry

Ability to follow established routines, policies, and procedures

EXPERIENCE, EDUCATION, AND TRAINING

High school diploma required; some college and/or Spanish desirable; previous library or customer service work experience preferred

The preceding statements describe the nature and level of assignments normally given job incumbents. They are not an exhaustive list thereof; additional duties may be assigned.

<u>PHYSICAL/ENVIRONMENTAL DEMANDS</u>	<u>Amount of Time</u>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand	—	—	<u>x</u>	—
Walk	—	—	<u>x</u>	—
Sit	—	—	<u>x</u>	—
Use hands to finger, handle, or feel	—	—	<u>x</u>	—
Reach with hands and arms	—	—	—	<u>x</u>
Climb or balance	—	<u>x</u>	—	—
Stoop, kneel, crouch, or crawl	—	<u>x</u>	—	—
Talk or hear	—	—	—	<u>x</u>

Working Conditions

Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation.

Physical Activity Level

Light physical activity performing non-strenuous daily activities of a productive/technical nature. This position may require the incumbent to lift up to 10 pounds on a regular basis.

Manual Dexterity

Manual dexterity sufficient to reach/handle items, works with the fingers and perceives attributes of objects and materials.

Vision Requirements

Close vision (clear vision at 20 inches or less); distance vision (clear vision at 20 feet or more); color vision (ability to identify and distinguish colors); peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point); and ability to adjust focus.

Noise Exposure

Moderate noise (example: business office with computers and printers)