



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### LIBRARY ASSISTANTS, CLERICAL

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Library Assistants, Clerical-B	R4121B	25	
Library Assistants, Clerical-O	R4121O	25	30
Library Assistants, Clerical-A	R4121A	30	35

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

### Occupation Description

Compile records, sort and shelve books, and issue and receive library materials such as pictures, cards, slides and microfilm. Locate library materials for loan and replace material in shelving area, stacks, or files according to identification number and title. Register patrons to permit them to borrow books, periodicals, and other library materials.

### Nature of Work

Library assistants, clerical help librarians acquire, prepare, and organize materials and assist users in locating the appropriate resources. These workers usually work under the supervision of a librarian. The duties of assistants are expanding and evolving as libraries increasingly use the Internet and other technologies to share information. They are increasingly responsible for daily library operations. Assistants are assigned clerical duties, like shelving books, checking in returned material and assisting patrons with basic questions and requests. Library assistants direct library users to standard references, organize and maintain periodicals, prepare volumes for binding, handle interlibrary loan requests, prepare invoices, perform routine cataloguing and coding of library materials and, retrieve information from computer databases.

### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

### Basic

- Employees in this Role assist librarians and co-workers with lending and collecting books as well as returning, and identifying books and related materials in proper locations within the library.

### Recommended Education and Experience for Full Performance

High School or GED.

### Minimum Qualifications

Eighth grade education.

## LIBRARY ASSISTANTS, CLERICAL

### Operational

- Employees in this Role assist librarians and library technicians to issue and update library cards, lend and collect books, periodicals, videotapes, and other materials.
- Employees inspect returned books for damage, check due dates and compute fines for overdue materials.
- Employees answer patrons' questions and refer patrons to appropriate librarian or section of the library for further help. Assist patrons with special needs and may assist librarians with computerized card catalogue and research services.

### Recommended Education and Experience for Full Performance\*

High School or GED.

### Minimum Qualifications

Eighth grade education.

### Advanced

- Employees in this Role extend library services to underserved areas and populations through bookmobile or talking book services.
- Employees perform computerized searches and extensive book or periodical searches for patrons under a librarian's guidance.

### Recommended Education and Experience for Full Performance

High School or GED and six (6) months of related experience in office procedures such as filing, customer service and answering the phone.

### Minimum Qualifications

Eighth grade education.

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### Knowledge

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

## LIBRARY ASSISTANTS, CLERICAL

### Skills

**Service Orientation** — Actively looking for ways to help people.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Coordination** — Adjusting actions in relation to others' actions.

**Speaking** — Talking to others to convey information effectively.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001

**Revised:** 09/20/2011

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*