Alaska Court System
Class Specification

LIBRARY ASSISTANT I

Range: 8 SOC: 43-4121 Class Code: C0249

Definition:

Under direct supervision, a Library Assistant I performs routine law library duties.

Distinguishing Characteristics:

This classification is the entry level of the Library Assistant series. Incumbents are required to learn specific detailed library procedures, and to be able to follow through to completion the routines assigned. Independent judgment in decision making is limited, with most problems or questions being referred to a supervisor.

Supervision Received: The Library Assistant I receives direct, day-to-day supervision at this level.

Supervision Exercised: Supervisory duties are not typically assigned.

Examples of Duties:

Route interoffice mail and phone calls.

Maintain visible file check-in cards for publications routinely received by the law library; place claims for missing materials.

Update library collection on an ongoing basis by replacing pages, insert pocket parts, and replace advance sheets with cumulative volumes.

Process law reviews; from shipment to bindery, and verify their return.

Distribute supplements and releases for state codes and rules throughout building to court personnel, and by mail to other court locations; maintains distribution records.

Re-shelve books.

Perform other related duties as required.

May perform higher level duties for training purposes.

Knowledge, Skills, Abilities:

A Library Assistant I requires knowledge of:

- Standard office equipment: typewriters, copiers, and microform reader/printers;
- Proper English usage.

A Library Assistant I requires the ability to:

- Maintain accurate records;
- Follow oral and written instructions;
- Speak and write clearly;
- Work cooperatively with other library staff.

Minimum Qualifications:

Graduation from high school or completion of a General Education Development (GED) certificate AND one year of general clerical or library work experience AND the ability to type at least 40 words per minute.

Substitution:

A bachelor's degree from an accredited college in any field may be substituted for the one year of clerical or library experience;
OR
Completion of an appropriate vocational training course of study such as legal secretary, paralegal, or office skills will substitute for the required office clerical or library experience on a month-for-month basis;
AND
The ability to type at least 40 words per minute.

05/89 - Revised
01/03 - Revised, substitution added
12/06 - Revised, WPA
02/14 – Revised, remove MQQ's