



## **Library Assistant**

### **Titles:**

Library Assistant (There may be levels [i.e., I, II, III, etc.] associated with this type of Position. The levels indicate increasing levels of responsibility and years of experience and/or service with the organization).

### **Purpose:**

To provide serials management and processing of all library materials.

### **Qualifications:**

Education - Bachelor's degree (preferred, but suitable library experience will be considered).

Experience - One or more years of experience in a law library are preferable, although serials management experience in any library setting is acceptable.

### **Responsibilities:**

- Open, sort, check in, and process all incoming mail and material for department.
- Check in and route serials and professional reading material to attorneys.
- Serials database management - Create, maintain, and edit new and existing records in serials program.
- Process and prepare new books and other materials for shelving and circulation by affixing spine labels, cards, and pockets. Label continuations as needed.
- Handle returns of duplicate or unnecessary materials, and those sent in error. Review billing and statements to ensure proper credit for returns and cancellations.
- Resolve vendor disputes regarding shipping and billing errors. Refer to supervisor if unable to resolve.
- Claim missing items (supplements, journals, etc.).
- Prepare invoices for coding and approval by supervisor.
- Input all invoice data into accounting section of serials program.
- Order supplies.
- Other duties and projects as needed or assigned.

### **Requirements:**

This position requires a very detail oriented individual who can work quickly, efficiently, and independently for long periods of time. The Library Assistant must be able to make decisions quickly and be able to prioritize and handle multiple projects simultaneously. Neatness,

accuracy, attention to details and organizational skills and the ability to follow written and oral instructions carefully is important because the duties of this position are often very detailed. Dependability, adaptability and a cooperative attitude are also necessary traits for this position due to shifting priorities and needs within the Library. The ability to show initiative and to be proactive in anticipating potential problems is a definite advantage. In addition, the ability to handle issues from initiation through completion is very beneficial (i.e. following up with vendor shipment problems or errors). Some of the duties associated with this position may require stooping, bending, and stretching (i.e. to place books on the shelves, etc.). It may also require pushing carts full of books for processing, and may involve sitting for long periods of time.

**Salary range:**

This position can be found in all types of law libraries, and the salary generally depends on type, size, and location of organization. Per the AALL 2009 Salary Survey, the mean annual salary for the different types of libraries is as follows:

Academic: \$34,904

Private Firm/Corporation: \$44,275

Government (State, Court, and County): \$42,259