

# Sam Houston State University Human Resources

---

## Staff Classification Description – Library Assistant I

---

**Skill Category:** Clerical

**Position (Employee) Class:** 5N260 (N1); 5N261 (NA)

**Grade:** 04

**Date:** 11/2014

**Department:** Newton Gresham Library

**Educational & Experience Requirement:** High school graduate or G.E.D. equivalent. Minimum of two years relevant clerical experience; library experience would be helpful. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** This is specialized clerical work involving the application of standard library techniques and procedures related to a specific library function. Work involves performing duties requiring basic knowledge of library practices and procedures.

**Supervision Given & Received:** Works under general supervision and may supervise student employees.

**Primary Responsibilities:** Charges and discharges books, renews books, and collects fines. Uses PC applications in area of responsibility including data entry. Sets up and maintains reserve collections. Assists in cataloging operations according to accepted standards. Prepares and maintains records of periodicals and other serial publications. Prepares periodicals and other materials for binding and maintains binding records. Conducts basic book repairs and bindery work as required. Processes general bibliographic verifications for ordering, cataloging, and interlibrary loans. Processes U.S. government documents. Performs on-line services activities. Verifies and prepares vouchers for payment. Prepares order forms. Contacts vendors for proper maintenance of library equipment. Assists students in using computers. Performs other related duties as assigned.

**Other Specifications:** Normally will be involved in routine contacts with faculty, staff, students, and other patrons and some important contacts with other universities up to or more than 50% of the time. Therefore, ability to deal effectively in contacts with people is necessary. Working conditions are normally in a semi-private or general working area of the library with little or no disagreeable conditions. Ability to operate general office machines and familiarity with Windows type computer applications is needed. Must be able to lift and carry boxes; load and push book trucks; and shelve books. May require the ability to type.

Work schedules are generally 8 a.m. - 5 p.m. However, work schedules may vary according to library needs which include evening work and weekends. Some positions are scheduled exclusively for evening and weekend work.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.