CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION

LIBRARY AIDE
Class Code: 0105
Job Family: Para-Professional/Aides/Assistants
Classification: Support Staff
Terms of Employment: Pay Grade 40 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under immediate supervision of the librarian, performs a variety of duties related to the instructional program of the library.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Organizes library files.
2. Assists in the maintenance of the physical environment of the library.
3. Inventories books, equipment, and audiovisual materials.
5. Inspects and verifies delivery and shipping documents.
6. Places property stamp, identification tag, and/or security system target identification on books and equipment.
7. Assists in creating library reports.
9. Assists students in the use of library resources.
10. Assists with computer instruction.
11. Provides assistance in locating materials and equipment.
12. Conforms to safety standards, as prescribed.
13. Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:
Involves assisting in all clerical and instructional activities associated with the operation of a library.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):
1. Ability to interpret and apply oral or written instructions.
2. Ability to perform several tasks and determine priorities.
3. Ability to learn and apply established procedures.
4. Ability to perform routine record keeping.
5. Ability to operate a variety of standard school/office equipment and machines.
6. Ability to learn computer software utilized in the library.
7. Ability to meet predetermined deadlines.
8. Ability to plan and organize work.
9. Ability to work flexible hours or shifts.
10. Ability to work cooperatively with employees, students, and parents.
11. Ability to recognize and report hazards and apply safe work methods.
12. Possess physical and mental stamina commensurate with the responsibilities of the position.
POSITION REQUIREMENTS:

Education, Training, and Experience:
1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.).
2. One (1) year of clerical experience; or,
   Verified typing/keyboarding score of 35 words per minute net.

KEYBOARDING/TYPING CERTIFICATION MUST FOLLOW SPECIFIC GUIDELINES IN ORDER FOR YOUR
APPLICATION OR QUALIFIED SELECTION POOL (QSP) PLACEMENT TO BE CONSIDERED BY THE CLARK

Licenses and Certifications:
None Specified

Preferred Qualifications:
Computer literate.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:
1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Verified typing score of 35 words per minute net, if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:
Clark County School District schools.

WORK ENVIRONMENT:
Strength: Sedentary/Medium - Exert force to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions: Climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards: Frequent electrical shock hazards. Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:
Various computers, printers, telephones, calculators, copy machines, fax machines, filing cabinets, and equipment, etc.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.