LIBRARY AIDE

Position Details
Class Code: 0105
Job Family: Para-Professional, Aides and Assistants
Classification: Support Professional
Terms of Employment: Pay Grade 40 on the Support Professional 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
The 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., General Education Development (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 COUNTY SCHOOL DISTRICT: http://ccsd.net/employees/resources/pdf/typing_certification_guidelines.pdf

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
Strength: Sedentary to heavy - exert force of 10-100 lbs., occasionally/frequently/constantly.

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

Environmental Conditions
Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.
**Hazards**
Frequent electrical shock hazards. Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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**Examples of Equipment/Supplies Used to Perform Tasks**
Various computers, printers, telephones, calculators, copy machines, fax machines, filing cabinets, and equipment, etc.

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**AA/EOE Statement**
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.

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**Job Revision Information**
- Revised: 06/25/20
- Created: 07/01/87