

THIS POSITION CLASSIFICATION HAS BEEN RETIRED, EFFECTIVE MARCH 9, 2012, EXCEPT FOR CURRENT INCUMBENTS IN THE POSITION AS OF MARCH 9, 2012.

Title I – Library Assistant IV (School-wide Title I Programs)

Position Details

Class Code: 0109

Job Family: Para-Professional/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 47 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, filmstrips, videotapes, audio records, and cassettes.
4. Updates card catalog.
5. Inspects and verifies delivery and shipping documents and updates record of items to be ordered as budget permits.
6. Places property stamp, identification tag, and/or security system target identification on books and equipment.

7. Indexes books received by card index or computer, as appropriate.
 8. Prepares bibliographies of instructional materials, books, and periodicals.
 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.
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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 verbal 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/guardians.
 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.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).
2. Minimum of 60 credit hours from an accredited college or university or an associate's degree in a related field from an accredited college or university.

3. One (1) year of clerical experience.

Licenses and Certifications

A valid driver's license or state-issued identification card.

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. Copy of a valid driver's license or state-issued identification card.
 3. College transcript(s) from an accredited college or university.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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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 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 and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting and outdoor temperatures ranging from mild to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

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).

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, typewriters, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/10/23
- Created: 07/01/88