

# **CORRECTIONAL LIBRARIES ASSISTANT**

**(Range 107)**

## **DEFINITION**

Performs a variety of library support work in a correctional facility library.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Correctional Libraries Department Head.

**ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:**

### **Essential Functions:**

1. Provides library services to inmates.
2. Searches and copies legal materials.
3. Checks in new materials, and shelves and locates such in appropriate area.
4. Assists inmates in the selection and location of materials.
5. Performs routine shelf checks to ensure continuing physical maintenance and proper location of books, periodicals, and other library materials.
6. Reviews forms inmates complete and present for copies.
7. Updates legal manuals with new materials.
8. Maintains and files records and reports appropriate to the assigned correctional library.
9. Exercises decision making skills.
10. Answers telephone, ascertaining the nature of the call, and personally assists the caller, takes a message, or directs the caller to the appropriate individual or department.
11. Ensures continuing efficiency in library materials organization.
12. Interacts in person with inmates, and over the telephone with district-wide staff and management, outside agencies, and correctional facility staff and management.
13. Operates general office equipment, to include but not limited to: copy machine, adding machine, telephone, personal computers and electronic research tools.

### **Marginal Functions:**

1. Performs related duties and responsibilities as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

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1. Library methods and practices as they pertain to a Correctional Facility Library.
2. Record keeping principles and methods.
3. Filing practices and procedures.
4. Basic accounting principles and methods.
5. Library District and Correctional Facility's policies and procedures.
6. Library District terminology and functions.
7. Legal terminology.
8. Correct English usage, spelling, punctuation, and grammar.

**Ability to:**

1. Work in a detention facility or "lock-down" environment.
2. Work in a high stress environment.
3. Serve inmates with patience, tact, and courtesy.
4. Maintain effective working relationships with those contacted during the course of work.
5. Exercise good judgment and make sound decisions.
6. Work independently in supervisor's absence.
7. Work quickly and accurately in order to meet established deadlines.
8. Type at a speed necessary to perform essential functions.
9. Apply Library District and Correctional Facility policies and procedures.
10. Understand and follow oral and written instructions.
11. Communicate clearly and concisely, both orally and in writing.
12. Maintain the mental capacity for effective interaction and communication with others.
13. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment.

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14. Maintain effective auditory and visual perception needed for:
- making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment.

**Skilled in:**

1. Use of general library and office equipment.

**MINIMUM QUALIFICATIONS**

**Training and Experience:**

High School diploma or GED equivalency required; six (6) months library experience or public contact experience required; typing skills required; or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

**Physical Requirements:**

Essential and marginal functions may require maintaining the physical condition necessary for frequent standing and walking, frequent lifting and carrying objects of and moderate weight (12 - 20 pounds) and occasional heavy weight (30 - 50 pounds); pushing loaded, wheeled book carts of very heavy weight from one building to another; frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting or standing for extended periods of time.

Tasks require sound perception, visual perception, and oral communications ability.

**Environmental Requirements:**

Tasks are performed with frequent exposure to adverse environmental conditions.

**License, Certificate, or Special Requirements:**

Incumbents must successfully pass a background investigation conducted by the Las Vegas Metropolitan Police Department.

Incumbents must maintain compliance with Correctional Facility policies and procedures as a condition of continued employment.

**DEVELOPED: JULY 1, 1995**

**REVISED:           DECEMBER 22, 1997  
                          JUNE 15, 1998  
                          MAY 25, 2000**

**LAS VEGAS - CLARK COUNTY LIBRARY DISTRICT**