

#21124 - LIBRARY ASSISTANT II - External

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LIBRARY ASSISTANT II(Job Id 21124)

Location: US:NH:CONCORD

Category: ADMIN SUPPORT

Employment Type:

Post Date: 07/08/2021

Close Date: 07/21/2021

Salary: 26,286.000-30,576.000
USD

Description

State of New Hampshire Job Posting

Department of Natural and Cultural Resources
New Hampshire State Library
72 Pembroke Road, Concord, NH 03301

Library Assistant II
Labor Grade 8
Position #11400

The State of New Hampshire, Department of Natural and Cultural Resources, New Hampshire State Library, has a full time vacancy for a Library Assistant II.

SCOPE OF WORK: To perform routine support duties for the New Hampshire State Library to facilitate library service to the public, libraries and state agencies.

ACCOUNTABILITIES:

Retrieves and shelves books, periodicals, newspapers, and other library materials on a continuing basis to ensure their availability to the public and state agencies, using both the Dewey Decimal and Superintendent of Documents classification systems.

Performs bibliographic searches of the online and card catalog to verify requests.

Maintains the collection by keeping it in order, cleaning and shifting material to create space or a better arrangement of the collection.

Assists public at Circulation Desk, checking out materials, assigning Internet PC's or microfilm reader/printers.

Produces labels for pamphlet boxes, binders and filing cabinets using a computer, word processing program, and printer.
Files reference materials including New Hampshire legislative documents.

Operates a motor vehicle to deliver and pick up books at scheduled library stops as a substitute driver.

Fills interlibrary loan requests by copying requested material, using online, microform, and print sources.

Logs and totals daily statistics of various activities.

MINIMUM QUALIFICATIONS:

Education: High school diploma or high school equivalency credential. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years of clerical experience including computer knowledge, preferably in connection with library operations.

License Requirement: Must have a valid divers license.

Special Requirement: Must be able to lift/carry up to 50 lbs.

DISCLAIMER

STATEMENT:The supplemental job Description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. an employee may be requires to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

For further information please contact: Mr.Charles Shipman, Librarian III, Charles.a.shipman@dncr.nh.gov, Tel # (603) 271-3302.

EOE

TDD Access: Relay NH 1-800-735-2964