

# Legislative Reference Library Job Description

**Name:**

**Position Title:** Library Aide -- Reference Services Group

**Position Track:** Untracked

**Level of Incumbent:** 2

**Reports to:** Reference Services Manager

**Date:** January 2025

**Objective of Position:** Assist with the library's current awareness services by processing magazine article requests; contribute to and maintain the library's newspaper article database and provide general clerical and computer support in a professional, non-partisan and politically neutral manner.

## Responsibilities and Tasks:

### Percentage of time: 30%

1. \*Processes and maintains the electronic and print news clipping collection
  - Participates in daily processing of legislative news for the Library News Archive.
  - Retrieves material from the storage area as requested by Library staff. Re-files and maintains materials in storage area as necessary.

### Percentage of time: 25%

2. \*Fulfills requests generated from the Library's current awareness services.
  - Scans or copies requested articles as appropriate.
  - Downloads requested articles from websites and bibliographic databases when available electronically.
  - Troubleshoots problems with article fulfillment with Reference Services Manager, and information systems staff members.
  - Enters citations to articles requested through the Contents Pages service into the database.

### Percentage of time: 20%

3. Staffs the circulation desk.
  - Answers telephones, takes messages, and forwards calls appropriately.
  - Circulates materials to patrons.
  - Refers reference questions to reference staff.
  - Maintains confidentiality when receiving and responding to requests for services.

### Percentage of time: 10%

4. \*Works with librarians to maintain special collections, web pages, notebooks and databases (Including, but not limited to, agency notebooks, legislative and subject notebooks.)
  - Researches and verifies legislative and policy statistics.

- Maintains and organizes notebooks.
- Enters and revises data in web pages and databases.
- Files materials that are received regularly or frequently, but not checked in.
- Works with the Reference Services Manager to identify space needs.

**Percentage of time: 5%**

5. \*Photocopies or scans materials for Library staff and for our primary clientele as requested.

**Percentage of time (#6-10): 10%**

6. \*Serves as backup in providing general clerical and computer input support for Library services.

- Serves as backup for the Contents Pages electronic service.
- Serves as backup for posting mail.
- Serves as backup for sending out INSIDE ISSUES weekly.
- Other document or web page creation as assigned.

7. Serves as back-up for shelving books, reports, and reference materials.

8. \*Maintains the general appearance of the Library reading room, and the basement storage area, by filing clipping folders, clearing the tables of materials, re-filing materials, and straightening the shelves as necessary.

9. Serves as a page to other buildings in the Capitol Area Complex to deliver and pick up materials.

10. Participates in staff working groups and continuing education activities.

\*Denotes essential functions under the ADA.

**Budget Responsibility:** None

**Supervisor Responsibility:** None

**Scope of Relationships (internal):**

- Daily contact with reference librarians to collaborate to accurately provide information.
- Regular contact with the Reference Services group and the informal public services group to discuss issues and projects.
- Occasional contact with staff teams to design and execute special projects.

**Scope of Relationships (external):**

- Occasional contact with legislators, legislative staff, state employees, and the public.

**Working Conditions/Physical Demands:** Normal office conditions.

**Education/Training/Licenses/Certifications:**

High school graduation or equivalent and advanced educational work.

**Minimum Qualifications:**

- Ability to follow established procedures with minimal supervision.
- Basic understanding of the legislative process.
- Familiarity with library online catalogs.
- Good written communication skills (e.g. spelling, grammar).
- Basic computer skills (e-mail, file management, knowledge of text formatting, word processing, spreadsheets, and other data entry).

**Desired Personal Attributes:**

- Tact and poise maintained under pressure.
- Detail-oriented, with attention to accuracy and consistency.