



## Career Service Authority

### Cataloging Assistant

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#### GENERAL STATEMENT OF CLASS DUTIES

Performs paraprofessional library work classifying, cataloging, and archiving unique original library materials using multiple on-line computer databases to describe library materials and using a unique Dewey Decimal System or a collection numbering system.

#### DISTINGUISHING CHARACTERISTICS

This class is distinguished from Catalog Librarian that creates uncomplicated original catalog records and performs adaptive cataloging for item representation in library collection and inventory. The Cataloging Assistant is also distinguished from the Bibliographic Technician which *performs on-line data entry, retrieval and reconciliation* to implement the classification and cataloging of library materials.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

#### ***Level of Supervision Exercised:***

None.

## ESSENTIAL DUTIES

Classifies, catalogues, and/or archives unique original library materials by modifying copy generated from the Library of Congress or from equivalent data.

Contributes to the library customer service mission by assisting library customers and staff as needed and requested.

Compares library item against coded data on copy to verify and modify description, checks and corrects access points, validates or changes suggested Dewey classification, and creates call numbers.

Accesses database to verify the accuracy of new cataloging records, makes necessary corrections and produces the final record.

Verifies that data fields, codes and indicators match the on-line cataloging and authority files and related cross-reference structure.

Uses a variety of on-line databases to research cataloging information.

Solves problems by referring to library cataloging rules and professional library staff and reports production statistics.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

**Reading** – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

**Attention to Detail** – Is thorough when performing work and conscientious about attending to detail.

**Interpersonal Skills** – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

**Writing** – Recognizes and uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information which may include technical material that is appropriate for the intended audience.

**Oral Communication** – Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

**Problem Solving** – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

**Planning and Evaluating** – Organizes work, sets priorities, determines resource requirements, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

**Customer Service** – Works with customers to assess needs, provide assistance, resolve problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

**Diversity** – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Knowledge of library science sufficient to be able to classify and catalog materials.

Knowledge of the Dewey Decimal System sufficient to be able to create call numbers.

Skill in using a bibliographic database.

**Physical Demands** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Sitting: remaining in the normal seated position.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hand(s)

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

-OR-

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Lifting: Raising or lowering an object 25 - 50 pounds.

***Working Environment:***

Subject to many interruptions.

***Education Requirement:***

Bachelor's Degree.

***Experience Requirement:***

One year of experience working with bibliographic records to shelve, circulate, acquire or perform copy cataloging of library materials.

***Education/Experience Equivalency:***

Additional appropriate education may be substituted for the minimum experience requirement.

***Licensure and/or Certification:***

None.

**CLASS DETAIL**

***FLSA CODE:*** Non-exempt

***ESTABLISHED DATE:*** 09/16/1995

***ESTABLISHED BY:*** Don Braden

***REVISED DATE:*** 05/01/2011

***REVISED BY:*** Hameed Pousti

***CLASS HISTORY*** 07/2009—Spec placed in updated format; competencies and distinguishing characteristic statements added.  
05/2011—The following sections of the job spec including GSD, Distinguishing Characteristics, Essential Duties, and the Physical Demands were modified to include the archiving assistant duties.