

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 3600500**

**Library Technical Assistant, Grade 12**

Brief Description Of Class

Library Technical Assistants perform a variety of technical tasks related to cataloging and processing materials for the New York State Library (NYSL) collections. Positions are only classified at the New York State Education Department.

Distinguishing Characteristics

All positions are in the non-competitive jurisdictional class.

*Library Technical Assistant:* reporting to a Senior Librarian, Grade 19, creates catalog records for all types of NYSL materials requiring knowledge and use of various bibliographic formats, machine-readable cataloging formats, and unique codes to perform original cataloging; may supervise clerical staff.

Related Classes

Library Clerks perform and/or supervise specialized library clerical activities in support of a library program, such as organizing and maintaining the library collection, helping customers locate information, maintaining and creating online databases, and directing the acquisition, shelving, and rebinding of books. Incumbents are responsible for one or more organizational units within the library, such as Public Reader Services, which may include Circulation, Interlibrary Loan, Special Collections and Periodicals, Acquisitions, or Technical Services.

Librarians perform activities requiring knowledge of the theories, objectives, principles and techniques of library science, such as managing and planning library services; providing advisory and search services; and selecting, acquiring, cataloging and classifying material.

Illustrative Tasks

Searches bibliographic and name authority metadata using the Online Computer Library Center (OCLC), the local catalog, and other databases.

Searches databases to locate similar library records, and verifies subject headings and classification numbers for NYSL staff to help prepare original catalog records.

Performs copy cataloging including description, subject analysis, and assignment within the Dewey Decimal Classification system and New York State Documents Online Classification System.

Acquires and processes all record formats including serials, government documents, and electronic resources.

Assists catalogers in preparing original cataloging by searching the OCLC database and other databases to find similar records, and verifies subject headings and classification numbers for NYSL staff to help prepare original catalog records.

Performs bibliographic database maintenance on both the OCLC and NYSL catalog.

Prepares metadata records for other formats such as maps, Compact Discs, microforms, and electronic formats.

Updates serial holdings, resolves holdings problems, prepares local holdings data records, and creates local holding records for serials in OCLC.

Performs independent research and makes determinations and recommendations for cataloging.

Assists in the creation of Name Authority Records.

Reviews work of lower-level clerical staff.

### Minimum Qualifications

#### *Library Technical Assistant*

Non-Competitive: associate's degree or 60 college credit hours and 2 years of library technical services experience in which at least 50% of your job duties must have included 1 or more of the following: online catalog organization, input and use; working on the OCLC System; technical processing of library materials; and/or processing library materials for preservation.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibility of the classes they describe. Standards cannot and do not include all of the work that might be

appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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