

# **LITERACY ASSISTANT**

## **(Range 105)**

### **DEFINITION**

Performs a variety of clerical duties in support of the C.A.L.L. program.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Literacy Manager.

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

#### **Essential Functions:**

1. Assists students and tutors in the use of computers, software, and print material.
2. Disseminates information about the Literacy Program to prospective students and tutors.
3. Assists the Literacy Manager in recruiting students and tutors.
4. Forwards from students, tutors, and others to the Literacy Manager all suggestions received regarding items to be added to the software and print collections.
5. Coordinates all aspects of initial interviews between prospective students and volunteer evaluators.
6. Interacts with students and tutors both over the telephone and in writing.
7. Maintains student bi-annual evaluations, including telephone contacts and paperwork.
8. Utilizes personal computers and the C.A.L.L. applications.
9. Operates office equipment including, but not limited to: copy machine, telephone, and facsimile machine.

#### **Marginal Functions:**

1. Performs related duties and responsibilities as required.

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

#### **Knowledge of:**

1. Modern office methods and principles.
2. C.A.L.L. methods and principles.
3. Library District, Branch, and Literacy Department policies and procedures.
4. Library District terminology and functions.
5. Filing practices and procedures.

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6. Correct English usage, spelling, punctuation, and grammar.

**Ability to:**

1. Accept and manage change and maintain flexibility.
2. Work quickly and accurately.
3. Alphabetize with speed and accuracy.
4. Sort decimal numbers in the correct order.
5. Work independently and as part of a team.
6. Maintain effective working relationships with those contacted during the course of work.
7. Understand and follow oral and written instructions.
8. Communicate clearly and concisely, both orally and in writing.
9. Type at a speed necessary to perform the essential functions.
10. Serve Library District staff and management, clients, tutors, and other customers with patience, tact, and integrity.
11. Maintain the mental capacity for effective interaction and communication with others.
12. Interpret and apply Library District and Department policies and procedures.
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.
14. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment.

**Skilled in:**

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1. Use of personal computers and associated software.
2. Use of C.A.L.L. equipment and programs.
3. Use of library and general office equipment.

**QUALIFICATIONS**

**Training and Experience:**

High school diploma or GED equivalency required; one (1) year of general clerical experience required; computer experience 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 a physical condition necessary for standing and walking, frequent light lifting (5 - 10 pounds); occasional moderate lifting (12 - 20 pounds); bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; and utilizing a keyboard, sitting, or standing for extended periods of time.

Tasks require visual perception; color perception; sound perception; and oral communications ability.

**Environmental Requirements:**

Tasks are performed with infrequent exposure to adverse environmental conditions.

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

Successful completion of C.A.L.L. Tutor Training program.

This position is grant funded through the Adult Basic Education (ABE) grant and continued employment with the Library District is based on continued funding from ABE.

**FLSA:                   NON-EXEMPT**  
**CBA:                   NON-SUPERVISOR**  
**DEVELOPED:        MARCH 18, 1998**  
**REVISED:            JUNE 11, 1998**

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