



## CLASS SPECIFICATION

Class Code: 60018678  
Date Established: 10/2019  
Last Reviewed:  
Last Revised:  
Last Title Change:  
FLSA: non-exempt  
Probation: 6 months

### DETENTION LIBRARY AIDE

#### **DEFINITION**

Under close supervision, performs a variety of routine work in support of Washoe County Detention Facility (WCDF) library operations; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Education and/or experience that demonstrate the ability to read, write, follow oral and written instructions, and learn practices and procedures.

#### **LICENSE OR CERTIFICATE**

None.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Assist with sorting books, publications, and other library materials according to classification code; loading carts to prepare for shelving; loading carts for weekly housing unit deliveries; ensuring new books meet the WCDF safety and security requirements; and shelving returned materials, publications, and other items in proper sequence.

Assist with collection maintenance including, but not limited to, cleaning, shifting, weeding, sorting, and adjusting shelves to accommodate materials.

Oversee a crew of inmate workers by hiring and firing when necessary; manage inmates' schedules and days off based on their class program schedules; directly supervise and provide continuous training to inmates working to fill and distribute the housing unit book carts.

Review and respond to inmate requests for library materials; assist inmates in locating library materials; provide customer service, either directly or by referral to appropriate staff; act as a liaison between WCDF staff and the Washoe County Library staff.

Maintain and produce statistical reports on inmate participation and fiction, nonfiction and religious materials issued to inmates.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

##### **Knowledge of:**

Washoe County and Library System policies and procedures.

American Library Association library philosophy, practices, procedures, and techniques.

Collection maintenance practices.

Integrated Library Systems automated databases, software, and digital resources.

WCDF safety and security requirements.

**Ability to:**

Work under close supervision to perform assigned work within established guidelines and policies.

Use multiple types of computer/mobile technology effectively.

Provide basic information by making appropriate use of available resources to satisfy inmate needs.

Provide assistance in the training and supervision of inmate work crew.

**Entry Level** (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

**Knowledge of:**

Alpha and numerical filing as applied to sorting and shelving books.

Current computer/mobile technologies and use of the internet.

Circulation operations and procedures.

**Ability to:**

Shelve materials accurately and in a timely manner.

Participate in collection maintenance.

Communicate effectively, both orally and in writing, with people of diverse backgrounds.

Understand and follow oral and written instructions.

Establish, foster and maintain effective and cooperative working relationships with all those contacted through the course of work.

**SPECIAL REQUIREMENTS** (*Essential duties require the following physical skills and work environment.*)

Ability to sit for extended periods. Ability to frequently squat, bend, kneel, stoop, stand and walk. Using approved safety standards, ability to lift, push pull and move objects weighing up to 50 lbs. Normal manual dexterity and eye-hand coordination. Corrected hearing and vision to normal range. Ability to work under conditions involving exposure to noise, hostility, dust and odors. Ability to use necessary chemicals. Work is performed in a detention environment with continuous contact with staff and inmates.

Must be willing to submit a set of fingerprints. Must complete and submit a personal history statement and pass background investigation. Must pass a Computerized Voice Stress Analysis (CVSA) examination.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*