

## EDITED KSAPC LISTING

CLASSIFICATION: LIBRARY TECHNICAL ASSISTANT (SAFETY)

**NOTE:** Each position within this classification may perform some or all of these KSAPCs.

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Basic knowledge of the principles of professional library and information sciences to perform required library duties.
K2.	Basic knowledge of the principles of standard library reference tools to assist inmates in locating materials and conducting research.
K3.	Basic knowledge of classification/cataloging techniques employed in fiction materials and pre-cataloging techniques employed in nonfiction materials to facilitate organization and access of materials.
K4.	Basic knowledge of the standard practices of library science to facilitate effective library operations.
K5.	Basic knowledge of library procedures to train and direct the work of inmates (library workers) in library science.
K6.	Basic knowledge of data processing techniques (e.g., computer, software/hardware, automated circulation systems, etc.) related to library and information sciences to perform required library duties.
K7.	Basic knowledge of research methodologies (e.g., search engines, books, etc.) used to perform required library duties.
K8.	Basic knowledge of library materials, including governmental publications, pamphlets, newspapers, manuscripts, periodicals, audiovisual material, and electronic delivery systems to access resources.
K9.	<b>Basic knowledge of time keeping forms and reports to ensure proper time is credited and to document work habits.</b>
K10.	<b>Basic knowledge of the American Library Association code of ethics as applicable to various institutional libraries.</b>
K11.	<b>Basic knowledge of computer operation to complete various duties in the library.</b>
K12.	<b>Basic knowledge of library operations and programming to create a learning opportunities in the library.</b>

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Apply sound judgment in making decisions in accordance with laws, rules, regulations, procedures, and library policies.
A2.	Communicate effectively within the institution with inmates of various educational levels and backgrounds to determine and respond with sufficient information for their needs.
A3.	Direct and train inmates in the operation, maintenance and utilization of library resources according to policy and procedures.
A4.	Adapt in an institution in order to facilitate library operations through learning readily, reasoning logically and accurately.
A5.	<b>Operate various types of office equipment and library technologies, such as photocopying machines, audiovisual equipment, and computers to locate catalog information, and prepare correspondence and reports.</b>
A6.	<b>Use reference indices, computer systems, and information guides, to catalog, file and retrieve library materials.</b>
A7.	<b>Maintain cooperative relationships with others in a manner which demonstrates mutual respect, tact, and professionalism.</b>
A8.	<b>Maintain security of work area; prevent escapes and injuries of inmates and control library materials and equipment to ensure a safe environment.</b>
A9.	<b>Inspect premises for contraband (e.g. weapons, illegal drugs, pornographic materials, etc.) to ensure the safety and security of the institution.</b>
A10.	<b>Maintain library materials and equipment in order for inmates to have access to library resources.</b>
A11.	<b>Demonstrate proficiency in the use of various databases within the library.</b>

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<b>KSAPC Statements</b>	
<b><i>Special Personal Characteristics:</i></b>	
SPC1.	All persons must exhibit orderliness, tact, and neatness, and demonstrate an interest in library work and in assuming increasing responsibility.
SPC2.	All persons must be willing to work with the resident population of a State correctional facility.

<b>KSAPC Statements</b>	
<b><i>Special Physical Characteristics:</i></b>	
SPC1.	Persons appointed to positions in this class must be reasonably expected to possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, and inmates.