

LA LAW LIBRARY JOB DESCRIPTION

Title:	Library Aide
Department	Information Services
Focus:	Scanning
Reports to:	IT Project Manager
Position Supervised:	None
FLSA Status:	Non-Exempt
Salary Grade:	1
Union Status:	Eligible for Representation
Effective Date:	

Position Summary

Assists in the scanning of briefs and other materials as directed.

Responsibilities and Duties

The following responsibilities of the Scanning Aide are performed under general supervision:

- Retrieves printed materials from multiple locations within the library and transports them in boxes to the Scanning Department.
- Enters meta-data into database using web-interface for briefs to be scanned offsite while maintaining a minimum average of 50 briefs per hour or higher.
- Enters meta-data into database using web-interface for briefs to be scanned onsite while maintaining a minimum average of 30 briefs per hour or higher including the logging, chopping, and scanning processes.
- Maintains a minimum of a 95% accuracy rate or higher.
- Prepares material for logging, scanning, removing binding if necessary.
- Scans printed materials with the high speed scanners checking material to ensure scan quality.
- Dispatches scanned material as instructed.
- Recycles scanned briefs and boxes when QC process is complete.
- Other assignments as needed.

Position Qualifications

Required:

- Must be able to read and understand written and oral instructions
- Requires the ability to spend focused attention for extended periods to minimize errors

- Careful attention to detail; good organization skills.
- Ability to operate scanning and binding equipment.
- High School Graduate or GED.

Preferred:

- Associate's Degree or higher
- Prior work experience in a Library

Work Environment

High volume scanning room. Some exposure to adverse environmental conditions such as dust and/or odors.

Physical Abilities Required

- Requires the ability to lift, push, pull up to 50 lbs
- May require bending, stooping, reaching, twisting and crawling
- Use of heavy equipment for removal of bindings and a large cutting machine.

Approvals

_____ Immediate Supervisor	_____ Date	_____ Senior Director	_____ Date
_____ Human Resources	_____ Date	_____ Executive Director	_____ Date

Statement of Employee

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature _____ Date _____

Print Name _____

Distribution: Original - Human Resources, Copies - Supervisor, Employee