



LIBRARY AIDE

Announcement # IH 125-12

Salary: \$8.00-\$9.50 per hour Series / Grade: NF-1411-01

Naval District Washington - Fleet and Family Readiness Program
Department of the Navy Non-Appropriated Funds

LOCATION: INDIAN HEAD – LIBRARY

**OPENED: 13 January 2012
CLOSES: OPEN CONTINUOUS**

AREA OF CONSIDERATION: ALL SOURCES

Flexible (0-40 Hours Per Week) No Benefits

HOW TO APPLY: Download required application forms on <http://cnic.navy.mil/NDW/About/Jobs/>. Submit ALL required forms to: Fleet & Family Readiness Program, Attn: HR Office, 47402 Buse Road, Bldg. 467, Patuxent River, MD 20670 OR email to naf.nsasp-inhd.fcm@navy.mil. When emailing your application packet, please be sure to SIGN and DATE each form, print them out, scan and attach to the email. PLEASE be sure to include the announcement number above and the position title in the subject line of your email. Failure to do so could delay processing of your application. A résumé may be included with the required forms, but NOT in place of the OF-612 and OF-306.

MAJOR DUTIES AND RESPONSIBILITIES

Shelves books, magazines, and other library materials according to the various systems used in libraries and ensure all materials are re-shelved in correct order. As assigned, reviews library's collection to ensure library materials are maintained in correct order in their assigned areas. Checks condition of books in designated areas, removes obsolete/damaged materials for review by a librarian, and performs minor mending. Processes new, rebound, and reconditioned library materials for circulation and reference according to established procedures. Assists with annual inventory of collection. Assists with automated and manual circulation duties, registering and deleting users, charging and discharging library materials, taking requests for reserves and interlibrary loans, and checking to ensure those requests are filled. Assists with processing over dues. Following established procedures, assists with the library procurement/acquisition process. Explains library rules to users in locating books and information in card catalogs, databases, and on the shelves, referring difficult questions to higher staff members. Performs routine clerical tasks such as answering the telephone, taking messages, and referring callers or visitors to the appropriate staff member. Assists in maintaining and updating library statistics and filing. Uses a variety of word processing software to prepare and print a variety of letters, reports, memos, and other text documents. Assists in implementing programs, publicity, and the marketing of library services. Courteously receives and greets visitors and answers their questions. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Must have experience in responsible clerical or office work of any kind that demonstrates the ability to perform satisfactorily at the grade level of the position. Must be able to read, write and speak English. Must have experience or training that demonstrates the ability to perform simple computer data processing. Typing skills are desirable. Work requires some physical exertion, such as long periods of standing; recurring activities such as bending, crouching, stooping, stretching, and reaching; pushing loaded book trucks; and recurring lifting of moderately heavy items. Must be physically able to frequently lift boxes of up to 40 pounds. Must be able to reach up to 72 inches with or without the assistance of a step stool. Must possess skill in dealing with the public.

Must be able to satisfactorily complete a pre-employment physical. Successful completion of a National Agency Check is required.

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

Visit our web site:

<https://www.cnrc.navy.mil/NDW/About/Jobs/>