



## CLASS SPECIFICATION

Class Code: 60019702  
Date Established: 07/2025  
Last Reviewed:  
Last Revised:  
Last Title Change:  
FLSA: non-exempt  
Probation: 6 months

### DETENTION LIBRARY ASSISTANT

#### **DEFINITION**

Under general supervision, assists with the daily operation of the Washoe County Detention Facility (WCDF) library; performs duties relevant to technical services processes; and performs related work as required.

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

One year of full-time paraprofessional library experience; OR an equivalent combination of training and experience. An academic degree in any discipline from an accredited college or university may substitute for half of the required experience.

#### **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.)*

Order, procure, receive and authorize payments for library materials; assist with maintaining standing order lists, including applications of computer programs to facilitate the handling of standing order files, copy-catalogs books, documents, periodicals and other media; assist in working with vendors regarding invoices, credits, funding and problems with shipments; maintain data base information.

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

Curate and maintain specialized collections and 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; suggest materials for inmates utilizing a variety of online and print resources; assist inmates in locating library materials; provide customer service, either directly or by referral to appropriate staff.

Collaborate with community partners, the Washoe County Library staff and system to obtain current reading materials and enhance the collection in areas that are currently underserved and in high demand.

Provide lead direction/supervision to civilian part-time intermittent and volunteer staff; participate in interview process and make hiring recommendations; schedule staff to ensure proper staffing levels; provide training in work methods; oversee staff performance of duties; and provide input regarding disciplinary issues.

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

Locate, read, interpret, apply, and explain library regulations, policies, and procedures.

File updates in various government and business publications, binders, and manuals in accordance with respective publishing agency.

Ensure that assigned personnel and inmates perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

### **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, Sheriff's Office and Library System policies and procedures.

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

Collection maintenance practices.

Multi-generational, multi-cultural, and diverse program development.

Technical services operations and procedures.

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

Specialized computer programs to facilitate the ordering, receiving, cataloging and management of the collection.

WCDF safety and security requirements.

#### **Ability to:**

Work independently when required; exercise good judgment and initiative.

Use multiple types of computer/mobile technology effectively.

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

Provide assistance in the training and supervision of inmate work crew, part-time intermittent staff, and volunteers.

Maintain accurate records and prepare reports.

**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.

Correct English usage, spelling, grammar, and punctuation.

Reading and math comprehension.

**Ability to:**

Shelve materials accurately and in a timely manner.

Participate in collection maintenance.

Use multiple types of digital technologies, WCDF and library equipment, and audio/visual equipment.

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

Interact tactfully and politely with inmates.

Maintain confidentiality.

Perform routine duties and responsibilities within established timeframes, guidelines, and policies.

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.*