



Library assistants, clerical

Compile records, and sort, shelve, issue, and receive library materials such as books, electronic media, pictures, cards, slides, and microfilm. Locate library materials for loan and replace material in shelving area, stacks, or files according to identification number and title. Register patrons to permit them to borrow books, periodicals, and other library materials.

Cognitive and mental requirements

The qualifications that workers need to use judgment, make decisions, interact with others, and adapt to changes in jobs.

In 2022, verbal interactions were required constantly (every few minutes) for 44.2 percent of library assistants, clerical, and were

required not constantly, but more than once per hour for 43.1 percent.

Table 1. Percentage of library assistants, clerical with cognitive and mental requirements, 2022

Requirement	Yes	No
Pace: Pause control	62.2	37.8
Telework	-	100.0
Work review: Supervising others	2.2	97.8
Work review: Presence of supervisor	78.6	21.4

Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey

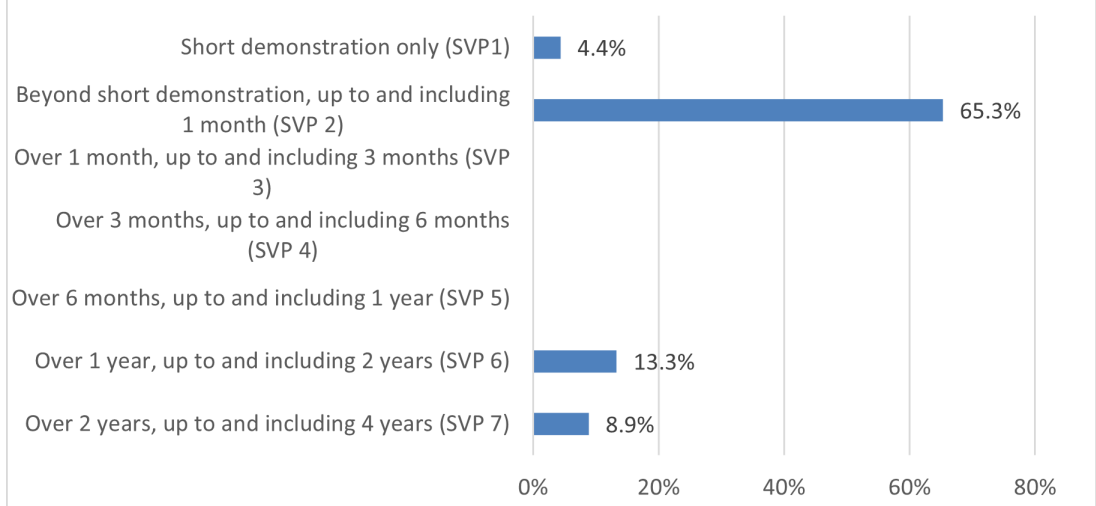
Education, training, and experience requirements

The minimum level of formal education required, credentials necessary, on-the-job training, and prior work experience necessary for average performance in jobs.

In 2022, prior work experience was required for 27.3 percent of library assistants, clerical and on-the-job training was required for 90.6 percent.

A high school diploma was required for 74.9 percent of library assistants, clerical.

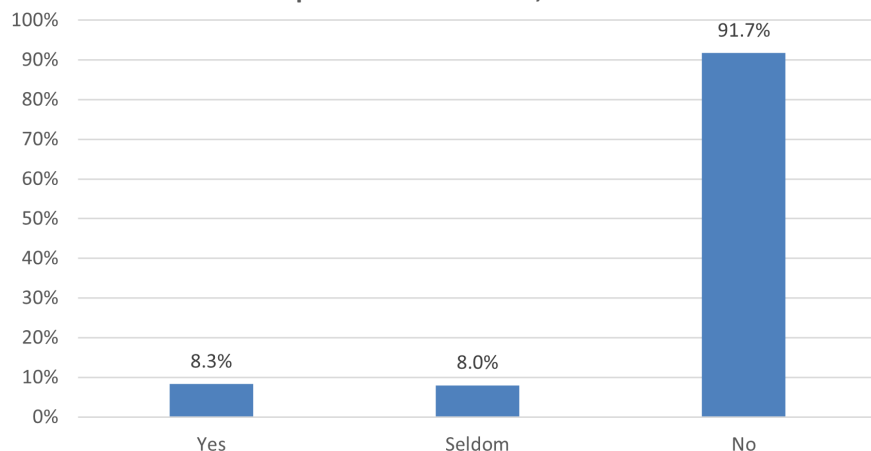
Chart 1. Percentage of library assistants, clerical by specific preparation time (SVP) level, 2022



Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey



Chart 2. Percentage of library assistants, clerical with outdoor exposure and duration, 2022



Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey

Environmental conditions

The various tangible or concrete hazards or difficulties that are in the vicinity of where jobs' critical tasks are performed.

In 2022, 100.0 percent of library assistants, clerical were not exposed to extreme cold, and 100.0 percent were not exposed to extreme heat. Wetness was not present for 100.0 percent, 100.0 percent were not exposed to heavy vibrations, and 91.7 percent were not exposed to the outdoors.

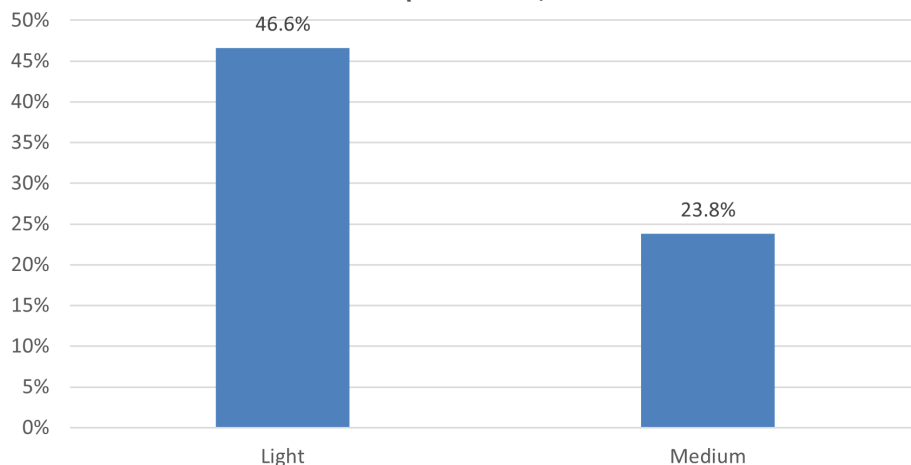
Physical demands

Refer to the physical activities required to perform tasks in jobs. The presence and, in some cases, duration of these activities are published.

In 2022, keyboarding was required for 96.5 percent of library assistants, clerical. For 15.7 percent of workers, keyboarding was seldom performed, for 46.1 percent keyboarding occurred occasionally, and 34.7 percent frequently.

Performing work in low postures was required for 89.6 percent of library assistants, clerical and was not required for 10.4 percent.

Chart 3. Percentage of library assistants, clerical by strength level requirements, 2022



Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey

The choice to sit or stand when performing critical tasks was available to 47.9 percent of library assistants, clerical. On average, workers spent 50.3 percent of the workday sitting and 49.7 percent of the workday standing.

Table 2. Percentage of library assistants, clerical with physical demands, 2022

Requirement	Yes	No
Choice of sitting or standing	47.9	52.1

Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey