

## Fast Facts: Career of the Month (June 2017)

# Library assistants and clerks (NOC 1451)

Statistics from [www.workbc.ca](http://www.workbc.ca), Career Cruising, Service Canada and BC Labour Market Report



### People in this occupation:

- issue and receive library materials, sort and shelve books, and provide general library information to users
- perform clerical duties
- work for libraries or other establishments with library services
- perform clerical duties such as manual and electronic filing, and record payments received
- maintain journal subscriptions
- help library users in finding basic library materials and making interlibrary loans

### Common Job Titles

- aide, library
- assistant, on call - library
- clerk, book returns / circulation
- clerk, interlibrary loans / bookmobile
- clerk, library / branch
- clerk, periodicals
- clerk, shelving
- clerk, technical services
- filer, library / photographs
- page, library
- reference aide / assistant / clerk

### Work Environment

Work in this occupation is typically performed in a structured environment, such as an office or school.

### Earnings

- \$12-\$32.40/hour
- Median: \$22/hour or \$45,883/year

### Workforce Characteristics:

#### Labour force by industry:

- Information, Culture and Recreation 72%
- Educational Services 23%
- Public Administration 4%

- In BC 2,500 workers are employed in this sector
- 24% work mostly full-time
- 19% are male, 81% are female
- 26% are 15-24 years
- 28% are 25-44 years
- 41% are 45-64 years
- 4% are 65 +

### Outlook

0.3% Expected annual demand growth rate (2015-2025)  
480 Job openings (2015-2025)

### Skills

Completion of secondary school is usually required. Promotion to more senior positions is possible with experience and post-secondary education related to library science

- Clerical Ability
- Numerical Ability
- Detail-Oriented
- Finger Dexterity