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Department: Library
Classification: Labor
Labor Grade:
Adopted: 10/25/55
Revised: 09/13/99
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: The work includes general circulation routines, shelving of library materials, shelf maintenance, performing clerical tasks, and assistance in library programming. Provides directions to patrons. May be asked to perform physical tasks to support library programs or procedures. The work is performed under direct supervision by a Librarian, Senior Library Clerk, Library Clerk or Senior Page and requires no prior knowledge of library procedures, as employees are trained on the job. Does related work as required.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- Checks library materials in and out, collects library fines, and performs other circulation routines;
- Provides directional information to patrons;
- Sorts, shelves, relocates and searches for library materials;
- Assists patrons in the use of a/v, computer, and vending equipment;
- Assists patrons searching for information;
- Prepares displays;
- Reads shelves for accuracy of order, re-shelving materials as needed;
- Mends library materials;
- Clears tables and keeps library rooms in order;
- Runs errands;
- Distributes mail;
- May perform simple clerical tasks when not performing the above.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to understand and carry out oral and written directions; ability to sort material in alphabetical or numeric order with accuracy and orderliness; ability to lift objects such as books, supplies and files; tact and courtesy in dealing with staff and public; use good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: High school diploma.