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**DISTINGUISHING FEATURES OF THE CLASS:** The work involves shelving of books, assisting patrons to use the library and performing minor clerical tasks. The work is performed under direct supervision of a higher level library employee. The work requires no prior knowledge of library work, as employees are trained on the job. Does related duties as required.

**TYPICAL WORK ACTIVITIES:**

Sorts and shelves books in alphabetic and/or numeric order;  
Reads shelves for accuracy of book order, reshelving books as needed;  
Gives directions to patrons on the use of library materials and equipment;  
Locates or answers questions from patrons on how to locate library materials;  
Arranges newspapers and periodicals for use, filing them as needed;  
Moves books and other library materials to proper locations;  
Performs simple, routine clerical tasks, e.g. filing book cards or checking out books;  
Dusts and washes library furniture and/or books, checking for damage;  
Cleans tables, and keep library rooms in order;  
Operates library equipment such as photocopiers, microfilm or microfiche readers, or computer;  
Makes minor repairs to library materials;  
Delivers materials between Library departments and other organizations.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of organization of library materials;  
Working knowledge of operation of basic library equipment;  
Ability to understand and carry out simple oral and written directions; Ability to get along with patrons;  
Ability to place things in alphabetical order;  
Ability to lift objects such as books, supplies and files;  
Ability to perform close detail work;  
Willingness to follow a prescribed routine;  
Willingness to be exposed on occasion to dust and dirt;  
Accuracy;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** NONE