

PAGE

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