

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a variety of routine tasks in a library. The work is carried out in accordance with established procedures and involves the shelving of books, assisting patrons in the use of the library and performed minor clerical tasks. The work requires no prior knowledge of library work, as employees are trained on the job. Work is performed under the direct supervision of a higher level employee. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

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 materials 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;

Dust and washes library furniture and/ or books, checking for damage;

Cleans tables, and keeps library rooms in order;

Operates library equipment such as photocopy machines, microfilm or microfiche readers, or computer;

Makes minor repairs to library materials;

Assists in preparing and setting up library displays and bulletin boards;

May use electronic data processing equipment in the course of performing various duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the 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 materials in alphabetical order; ability to lift objects such as books, supplies and files; willingness to follow a prescribed routine; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None.