

Jurisdictional Class: Labor
Adopted: July 15, 1998
Revised: May 28, 2010

LIBRARY PAGE

DISTINGUISHING FEATURES OF THE CLASS: Work of this class primarily involves responsibility in the shelving of books, clearing of tables, and in performing minor clerical tasks. This work requires no prior knowledge of library work as employees are trained on the job. Work is performed under continual supervision. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Gets books from the shelves;
Sorts and shelves books;
Reads and straightens shelves;
Shifts books and other library materials;
Clears tables and keeps library rooms in order;
Runs errands;
Distributes mail;
May charge and discharge library materials;
May perform simple clerical tasks;
Operates simple library equipment;
May be responsible for library cleanup such as dusting, vacuuming, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Ability to understand and carry out written and oral directions;
Ability to get along well with others;
Accuracy;
Willingness to follow a prescribed routine.

MINIMUM QUALIFICATIONS: None