

**PAGE**

**60040**

**Labor**

**DISTINGUISHING FEATURES OF THE CLASS**

The work includes shelving of library materials, shelf maintenance and performing minor clerical tasks. Provides simple directions to patrons. May be asked to perform simple physical tasks to support library programs or procedures. The work is performed under direct supervision and requires no prior knowledge of library procedures, as employees are trained on the job. Does related work as required.

**TYPICAL WORK ACTIVITIES**

Sorts, shelves, relocates, and searches for library material including non-book material, reference items, etc., using the appropriate filing system of the library.  
Reads shelves for accuracy of order, re-shelving materials as needed.  
Checks library materials in and out.  
Provides simple directional information to patrons.  
Assists patrons in the use of A/V equipment.  
Does simple mending of library material.  
Clears tables and keeps library rooms in order.  
Assists in the preparation of displays.  
Dusts or cleans materials.  
May distribute mail and run other errands as requested.  
May perform simple, routine clerical tasks using required tools.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Working knowledge of alpha and numeric sequences in order to re-shelve books and non-book materials.  
Ability to lift books to shelves.  
Ability to understand and carry out directions.  
Ability to perform routine tasks independently.  
Tact and courtesy in dealing with staff and public.

**MINIMUM QUALIFICATIONS**

None.

1/12 Revised