



DISTINGUISHING FEATURES OF THE CLASS: Employees in this class work under close supervision in the shelving of books, maintaining materials in the library collection in a neat and orderly fashion and occasionally performing minor clerical tasks in a library. This work requires no prior knowledge of library work as employees are trained on the job. Related work is performed as required. This position reports to the Librarian II.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Performs alphanumeric sorting and filing utilizing Dewey Decimal System;
- Arranges returned materials and reshelves them in proper order;
- Assists in maintaining book stacks; to include shelving, facing, shelf reading, etc;
- Clears tables and keeps library room in order;
- Answer questions and refers patrons to appropriate personnel;
- Other duties as assigned by the Librarian II and / or Library Director.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Spelling
- Library policies and procedures

Ability to:

- Communicate effectively with the public and staff;
- Follow detailed directions;
- Maintain regular work schedule to include evenings and weekends;
- Perform moderately heavy physical work;
- Create and maintain positive and effective public relations;
- Sort efficiently in alphabetic or numeric order;
- Develop a working understanding of the Dewey Decimal and Cutter systems of library materials arrangement.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Completion of tenth grade

Classification history:

Adopted: 2/18/2014