

# LIBRARY PAGE – JOB DESCRIPTION

## DISTINGUISHING FEATURES OF THE CLASS:

Employees in this class work under direct supervision primarily in the shelving of books, clearing of tables, and performing minor clerical tasks. This work requires no prior knowledge of library work as employees are trained on the job.

## 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.

## FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to understand and carry out written and oral directions; accuracy; industry; mental alertness and physical stamina; tact; willingness to follow a prescribed routine; ability to get along well with others;

Physical condition commensurate with the demands of the position

Minimum Qualifications : None

Civil Service Class: Labor