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**DISTINGUISHING FEATURES OF THE CLASS:**

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

**TYPICAL WORK ACTIVITIES:**

1. Gets books from the shelves;
2. Sorts and shelves books;
3. Reads and straightens shelves;
4. Shifts books and other library materials;
5. Clears tables and keeps library rooms in order;
6. Runs errands;
7. Distributes mail;
8. Performs simple clerical tasks;
9. Does related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of library filing systems; ability to understand and carry out directions; accuracy; industry; mental and physical alertness; neatness; 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:**

Completion of the eighth grade of school; or any equivalent combination of experience and training sufficient to indicate ability to do the work.

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