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 ACTIVITES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of library filing systems; ability to understand and carry out directions; accuracy; ability to get along well with others; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Labor
REVISION HISTORY: 09/15/1995; 10/13/2026