

(LIBRARY) PAGE

GENERAL STATEMENT OF DUTIES: Shelves books and performs simple routine clerical tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, the work of this class includes shelving of library materials, shelf maintenance, and occasionally performing minor clerical tasks. Incumbents provide simple directions to patrons, and may be asked to perform simple physical tasks to support library programs or procedures. The work requires no prior knowledge of library procedures, as employees are trained on the job.

EXAMPLES OF WORK: (Illustrative Only)

Sorts, shelves, relocates and searches for library materials;

Reads shelves for accuracy of order, re-shelving materials as needed;

Provides simple directional information to patrons;

Clears study tables and keeps furniture in order;

Dusts or cleans materials;

Assists patrons in use of A/V equipment;

Does simple mending of library material;

Assists in preparation of displays;

May on occasion, perform simple clerical tasks.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to understand and carry out simple oral and written directions; courtesy, good judgment, accuracy, and orderliness; ability to sort material in alphabetic or numeric order; ability to lift objects such as books, supplies and files; physical condition commensurate with demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: None

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages, Special Districts,  
Cities of Rye & Peekskill, School Districts  
J.C.: Labor

Job Class Code: 0235 (Towns & Villages)  
S235 (School Districts)