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LIBRARY AIDE

GENERAL STATEMENT OF DUTIES: Primarily shelves books and performs simplest routine clerical tasks; does related work as required.

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.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Gets books from the shelves;
Sorts and shelves books;
Reads and straightens books;
Shifts books and other library materials;
Clears tables and keeps library rooms in order;
Runs errands;
Distributes mail;
When not performing the above, may perform simple clerical tasks.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: 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; good physical condition.

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

12/31/80