DISTINGUISHING FEATURES OF THE CLASS: Employees in this class primarily shelve books, clear tables and occasionally perform routine clerical and/or cleaning tasks. The work is performed under continual supervision and requires no prior knowledge of library work as employees are trained on the job. Does related work as required.

TYPICAL WORK ACTIVITIES:
- Gets books from the shelves;
- Sorts and shelves books;
- Reads and straightens shelves;
- Shifts books and other library materials;
- Clears tables and keeps library room in order;
- Runs errands;
- Distributes mail;
- May perform other routine clerical tasks, as required;
- May perform routine cleaning tasks;
- May perform routine book processing duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
- Ability to understand and carry out directions;
- Ability to get along well with others;
- Ability to sort material in alphabetical or numeric order.

MINIMUM QUALIFICATIONS: No formal training, education or experience required.