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**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.