

Civil Division: Villages, Schools, Libraries  
Jurisdictional Class: Labor  
EEO Category: Administrative Support  
Revised: 11/25/96

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**DISTINGUISHING FEATURES OF THE CLASS:** This position exists either in a school district or public library and involves responsibility to perform a variety of non-professional support tasks under direct supervision. The work mainly consists of assisting patrons in getting books, publications, records or using resources and issuing or shelving books with only a limited amount of clerical work involved. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Assists patrons in finding reference materials;  
Assists in preparing and setting up library displays and bulletin boards;  
Shelves returned books, periodicals and other library materials;  
Maintains records of circulation of library materials;  
Makes minor repairs to library material and equipment;  
May type and file catalog cards, reports and orders not requiring the services of a skilled typist.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good general intelligence; ability to establish good relationships with adults and children; good clerical aptitude; interest in knowledge and reading materials; ability to acquire a working knowledge of library rules and procedures; ability to maintain discipline; neatness; accuracy; tact and courtesy.

**MINIMUM QUALIFICATIONS:** None.