Churchill County

CLASS TITLE:

LIBRARY PAGE

DEFINITION:
Under the direct supervision of the technical and professional library staff, performs basic, non-technical, non-professional duties.

EXAMPLES OF DUTIES:
The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in italics) are those which are **least** likely to be essential functions for any single position in this class.

1. Places books returned by patrons and newly acquired books on library shelves in alphabetical and numerical order utilizing the Dewey Decimal System.

2. Attends circulation desk, checking materials out to patrons.

3. Organizes magazines and newspapers.

4. Assists patrons in locating library materials.

5. Checks books on shelves for proper order, rearranging those not in sequence.

EMPLOYMENT STANDARDS

Education and/or Experience
Completion of the tenth grade; some keyboarding experience.

Knowledge, Skills, and Abilities:
Knowledge of the Dewey Decimal System.

Ability to follow oral and written directions; ability to read simple decimals.

Physical Demands:
Frequent standing and sitting. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to twenty-five pounds such as books, files, stacks of paper, reference and other materials. Moving from place to place within the office; some reaching for items above and below desk level. Strength, dexterity, coordination and vision to use keyboard and video display terminal

WORKING CONDITIONS:
The office provides a generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise.