

PAGE

DISTINGUISHING FEATURES OF THE CLASS: The work involves shelving materials and performing routine clerical and customer service tasks. Employees in this class work under continual supervision primarily in the shelving of materials, clearing of tables, and performing minor clerical and customer service tasks. This work requires no prior knowledge of library work as employees are trained on the job. A Page does related work as required.

TYPICAL WORK ACTIVITIES:

- Gets library materials from shelves;
- Sorts and shelves materials;
- Reads and straightens shelves;
- Shifts materials;
- Clears tables and keeps library areas in order;
- Runs errands;
- Distributes mail;
- Turns on work computers;
- Provides customer service including looking up library materials in the automated catalog, placing reserves on materials, and performing simple Internet searches;
- Assists patrons with checkout of library materials, payment of fines, and obtaining a library card;
- Assists patrons with simple computer help such as logging on to library computers, locating and opening computer applications, printing, and scanning;
- Assists patrons with faxing and using copiers;
- May perform other simple clerical tasks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Ability to understand and carry out directions; accuracy; basic computer use; knowledge of Internet searching; industry; mental alertness and physical stamina including ability to kneel or lean forward to shelve materials; neatness; tact; willingness to follow a prescribed routine; ability to get along well with others.

MINIMUM QUALIFICATIONS: None

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 12/31/19

Revised: 7/13/20