

MADERA COUNTY

LIBRARY PAGE

DEFINITION

Under supervision, to shelve and locate materials in a library; and to do related work as required.

SUPERVISION EXERCISED

None

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Sorts books and other materials by number, author, and type; replaces library materials in proper places on shelves; locates materials for the public and staff members; may assist checking materials in and out to patrons; assists in preparing reports, assists in checking and mending of books; may assist in preparing orders for shipment to stations and branches; runs errands.

MINIMUM QUALIFICATIONS

Knowledge of:

- Systems of book classification and storage.

Ability to:

- Carry out oral instructions.
- Establish and maintain cooperative working relationships.
- Deal tactfully and courteously with the public.

Experience and Training:

Any combination equivalent to experience and training that would provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Training:

Equivalent to completion of the tenth grade.

Special Requirements:

Essential duties require the following physical skills and work environment:

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes.

Effective Date:

January, 1997

December, 2022 – Amendment to important and essential duties.