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Department: **Public Services**  
Revised Date: **March 2023**

Class Code: **877**  
FLSA Status: **Non-Exempt**

**GENERAL PURPOSE:** Under general supervision, performs a variety of entry-level duties processing, organizing, shelving and retrieving library materials. Performs other entry-level clerical duties as assigned.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Sort and arrange returned or newly received materials in alphanumerical order on shelves and/or carts; examine for damage; and push or pull carts to shelving area.
- Sort and place materials on shelves or in files according to information on the item, and in accordance with the alpha/numerical filing system appropriate for the item.
- Straighten materials on shelves and in files and check for accuracy. Shift materials from over-crowded areas to less congested areas.
- Retrieve books and materials from shelves and storage areas on request.
- Clear tables, shelves and desk tops of materials used by customers.
- Provide directional information or hours of service to customers.
- Empty book drops.
- Unpack and sort shipments of materials.
- Prepare new materials for use, preparing and affixing labels, taping, sensitizing, stamping, repackaging, or performing other like tasks. Prepare specified library materials for discard.
- Pack materials and prepare them for routing.
- Weigh mail and operate the postage meter.
- Prepare, sort, and/or take mail and packages to the Post Office or mail boxes. Run errands, e.g. pick up supplies, go after change, pick up and/or deliver items as directed.
- Operate copy machines, microfilm/microfiche printers, etc., assembling, stapling, as needed.
- Perform simple mending or repair of materials.
- Clean book jackets, dust or clean shelves, filing cabinets, etc.
- Assist in setup for special displays or programs.
- Assist in inventorying supplies or assets.
- Perform related work as required.

### **MINIMUM QUALIFICATIONS:**

#### **Required Knowledge of:**

- Alphanumerical filing systems and the ability to learn the Dewey Decimal System.
- Basic clerical procedures.

## **JOB DESCRIPTION**

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#### **Required Skill in:**

- Quickly reading a complicated series of letters and numbers and organizing them accurately.
- Understanding and following written and verbal instructions.
- Developing and maintaining effective working relationships and working cooperatively with others.
- Organizing one's own work; working effectively and efficiently without ongoing supervision; maintaining accuracy, efficiency and self-motivation while performing repetitious tasks.
- Operating standard office equipment.

#### **Physical Demands / Work Environment:**

- Work is performed in a public library environment and is subject to sitting, standing, walking, bending, reaching, climbing step stools/ladders, and lifting of objects up to 40 pounds.
- Must be able to push/pull fully loaded book carts and lift/carry library materials and equipment.