

GENERAL DEFINITION OF WORK:*FLSA Status: Non-Exempt*

Performs responsible clerical work shelving books and library materials; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:**Shelving books; assisting patrons; placing library materials in proper location.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Shelves returned library materials.
- Clears book drop; straightens books on shelves; ensures books are in correct order on shelves.
- Reads shelves and maintains call number order of collection.
- Opens and closes the library; ensures satisfactory appearance of library.
- Assists public on library use or refers to appropriate personnel; assists patrons in use of audio, video, and photocopy equipment; restocks supplies in equipment.
- Backs-up circulation staff as needed; charges and discharges books; registers new patrons; collects fines and fees; locates reserves; searches for books on-line.
- Receives and processes incoming and outgoing mail.
- Runs errands as needed.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of the procedures, practices and equipment of a public library; ability to learn standard library tasks and prescribed routines; ability to perform routine clerical and record keeping tasks; ability to operate office and data entry equipment; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with associates and library patrons.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to completion of the eleventh grade.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

May require possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.