

Civil Division: Libraries, Schools  
Jurisdictional Class: Competitive  
Non-Competitive (Full and Part-time) - Schools  
Non-Competitive (Part-time) - Libraries  
EEO Category: Administrative Support  
Revised: 04/21/06

### **LIBRARY AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class work under continual supervision, primarily in the shelving of books and in the performing of minor clerical tasks. Duties may include, at the discretion of the Library Director or higher ranking employee, the operation of the circulation desk for short periods of time. This work requires no prior knowledge of library work as employees are trained on the job. Incumbents perform related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Get books from the shelves;  
Sorts and shelves books;  
Reads and straightens shelves;  
Shifts books and library materials;  
Clears tables and keeps library rooms in order;  
Runs errands and distributes mail;  
Performs simple clerical tasks;  
May operate the circulation desk for short periods of time at the discretion of the library director.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Ability to understand and carry out oral and written directions; accuracy; industrious; mental alertness; neatness; tact, willingness to follow a prescribed routine; ability to get along well with others.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma;  
**OR**
- (B) One (1) year of clerical experience.

**NOTE:** Verifiable part-time and/or volunteer experience as defined in (B) above will be pro-rated toward meeting full-time experience requirements.

Adopted: 03/20/87  
Revised: 06/22/92; 10/21/94, 02/03/95, 04/21/06