

## LIBRARY AIDE

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class work under supervision primarily in the shelving of books, clearing of tables, assisting library users in finding materials, and performing minor clerical tasks in a school or public library. This work requires no prior knowledge of library work as employees are trained on the job. A Library Aide does related work as required.

### TYPICAL WORK ACTIVITIES:

- Provides information to library users;
- Gets books from the shelves;
- Sorts and shelves books and other library material;
- Reads and straightens books;
- Clears tables and keeps library rooms in order;
- Runs errands;
- Readies and distributes audio-visual materials and broken equipment for shipment when employed by BOCES;
- When not performing the above, may perform simple clerical tasks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Ability to understand and carry out directions; accuracy; industry; mental alertness; tact; neatness; willingness to follow a prescribed routine; ability to get along well with others; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 3/29/01