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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : BOOK REPAIRER
Code: 730199 4JT
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Non-Competitive

GENERAL STATEMENT OF DUTIES

Under general supervision makes repairs to damaged books and prepares books and booklets for use; performs related duties as required.

COMPLEXITY OF DUTIES

This is moderately difficult work requiring a knowledge of book binding and manual dexterity. The work receives general supervision as to the type of work and order of assignment. The work is reviewed by inspection.

TYPICAL DUTIES

1. Prepares new books for the library shelves by pasting in pockets, date slips and book plates;
2. Re-cases, tightens, re-backs and resews damaged books;
3. Mends torn leaves;
4. Checks and sorts books returned from outside bindery;
5. Makes various examinations, course of study, record book, and other similar types of booklets and performs collating, jogging, stapling, punching and binding and tauber tubing in this process.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. A knowledge of the standard practices, methods, processes, materials, machines and tools of the book binding trade;
2. Skill in handling the necessary tools and materials;
3. Neatness;
4. Accuracy;
5. Carefulness;
6. Good eyesight and good physical condition.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from a standard grade school course and one year of experience as a book binder or book repairman;

or

Any equivalent combination of experience and training to indicate ability to do the work.

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