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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : LIBRARY MONITOR**  
**Code: 470325 WQF**  
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**Non-Competitive**

**GENERAL STATEMENT OF DUTIES**

Under general supervision, is responsible for the maintenance of order in the library; performs related duties as required.

**COMPLEXITY OF DUTIES**

This is responsible work calling for the exercise of good judgment and special ability to get along well with people. Work is performed under the supervision of a Librarian.

**TYPICAL DUTIES**

1. Supervises children and adults in the library and maintains order.
2. Checks to see that people leaving the library with books have had them checked out.
3. Supervises children in the proper care and handling of books and periodicals.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Good general intelligence.
2. Ability to be firm yet courteous with the public.
3. Ability to get along well with children.
4. Good powers of observation.
5. Good physical condition.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Completion of a grade school course, maturity, experience with children desirable.

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