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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

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Labor

GENERAL STATEMENT OF DUTIES

Under direct supervision, performs simple routine library tasks. Does related duties as required.

COMPLEXITY OF DUTIES

Employees in this class perform very simple routine clerical tasks under direct supervision.

TYPICAL DUTIES

1. Sorts and shelves books; places them in proper sections in the library.
2. Gets books from shelves; keeps shelves neat and orderly.
3. Clears tables and keeps library rooms in order; sorts and files newspapers, magazines and periodicals; may direct people to proper section of library.
4. Distributes mail; runs errands.
5. May perform simple clerical tasks, such as charging books in and out during rush times; occasionally may do typing.
6. May operate simple machines requiring no prior training or experience such as ditto or copying machines or film projectors.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Elementary knowledge of library work.
2. Elementary knowledge of the rules and regulations of a library.
3. Ability to do routine clerical work.
4. Ability to understand and follow oral and written instructions.

MINIMUM QUALIFICATIONS

Training and Experience

Of sufficient age to meet legal work-eligibility requirements and obtain necessary working papers.

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