

**City of San José**  
**LIBRARY PAGE (PART TIME) (6212)**

**CLASS PURPOSE**

Under immediate supervision, performs clerical and manual work of routine difficulty in connection with the circulation and maintenance of library materials. Performs related work as required.

**TYPICAL DUTIES AND RESULTS** (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Inspects, sorts, makes minor repairs, delivers to appropriate sections and re-shelves library materials according to library procedures.
- Maintains shelved materials in an orderly fashion.
- Assists at circulation desk checking materials in and out, using computer terminals.
- Collects money from patrons for various charges; operates cash register.
- Operates terminals for routine transactions.
- Assists in the training of library volunteers, trainees, or summer workers in the above duties.
- Helps promote the image of the library in the community as a provider of public service by improving the patrons' access to library materials.

**DISTINGUISHING CHARACTERISTICS**

This is the entry level to the Library Clerical series and differs from the next higher class of Library Clerk in the simplicity and repetitiveness of duties, requiring limited exercise of judgment or discretion.

**Experienced**

Library Pages are encouraged to learn the more complex clerical functions and may then promote to Library Clerk.

**QUALIFICATIONS****Minimum Knowledges, Skills and Abilities**

- Knowledge of good English usage, both oral and written.
- Ability to learn simple filing routines and following established written procedures.
- Ability to follow simple instructions, oral and written.
- Ability to maintain harmonious working relationships with patrons or other employees.

**Competency Knowledges, Skills and Abilities**

- Knowledge and proficiency in the use of library filing systems.
- Ability to use computer terminals and enter, locate and retrieve information.
- Ability to demonstrate good work habits as evidenced by shelving books with speed and accuracy.
- Ability to calculate fines and make change.
- Ability to perform repetitive duties, and to do a variety of work with frequent interruptions and changes in schedules.

**TRAINING AND EXPERIENCE**

Any combination of training and experience equivalent to completion of two (2) years of high school.

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