

PAGE

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class work under continual supervision primarily in the shelving of books and the clearing of tables. A Page provides service to the patrons for the purpose of lending and returning of library materials as well as performs minor clerical tasks. This work requires no prior knowledge of library work as employees are trained on the job. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Gets books from the shelves;
Sorts and shelves books;
Reads and straightens shelves;
Shifts books and other library material;
Checks in or out library materials;
Clears tables and keeps library rooms in order;
Distributes mail.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to understand and carry out written and oral directions; accuracy; industry; mental alertness and physical stamina; tact; willingness to follow a prescribed routine; ability to get along with others.

MINIMUM QUALIFICATIONS: Completion of eight (8) years of education.

Amended 6/1/11
Town of Colonie
Personnel Officer
Review 6/15/00
Reviewed 3/3/08