

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: PAGE

TITLE #: 1445

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the shelving of books, clearing of tables and minor clerical tasks. The work is performed in accordance with established policies and procedures under the direct supervision of a senior library staff member. Does related work as required.

TYPICAL WORK ACTIVITIES:

Gets books from shelves;

Sorts and shelves books;

Reads and straightens shelves;

Shifts books and other library materials;

Clears tables, and maintains library rooms and equipment;

Runs errands;

Distributes mail and materials;

May use automated circulation system to charge and discharge library materials;

May perform simple clerical tasks;

May operate simple library/office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of library policies and practices; skill in operating simple library/office equipment; ability to understand and follow oral and written directions; ability to get along with others; neatness; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None are required.

ADOPTED: Unknown

REVISED: 3/21/83

REVISED: 7/7/83

REVISED: 10/26/92

REVISED: 07/06/05 KR