

City of Dallas
Classification Specification

Title:	Page	Class Code:	09000
Application:	Single Classification	Pay Grade:	B
Supplemental/Code:	Office Clerical	Established:	10/01/94
FLSA Status:	Non-exempt	Revised:	01/01/09

Position Purpose:

Reshelves library materials to ensure availability to the public and/or performs other support services incidental to the operation of the library.

Essential Functions:

1. Checks in, sensitizes, and reshelves library material (e.g., books, magazines, publications, maps, audio video, telephone directories, etc.) in designated areas to ensure availability of material to the public and other library staff.
2. Sorts returned material by division; boxes material to ensure return to proper location.
3. Files library material alphabetically, chronologically, and numerically in designated area to ensure access to the public.
4. Packs and unpacks materials in book tubs for transport to the proper interagency location.
5. Assists patrons in locating material on the shelves or other areas of the library.
6. Pulls damaged material from the shelves to be repaired or removed from circulation
7. Carries out special assignments such as assisting with inventory, rearranging materials, making deliveries, copying materials, servicing equipment and making signage materials to support the operation of the library.
8. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Basic knowledge of Dewey Decimal System.

Ability to understand and follow oral and written instructions.

Ability to file alphabetically, chronologically, and numerically.

Ability to lift and carry material.

Ability walk, stoop and reach for extended periods of time.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Working Conditions and Hazards:

Requires constant walking, stooping, reaching, lifting, and carrying.

Exposed to dust and mites.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.