

Circulation Assistant I - Page
Labor Grade 3 (\$8.15 - \$9.15)

Description:

The Circulation Assistant I - Page is primarily responsible for shelving materials and shelf-reading.

Department: Circulation

Reports to: Circulation Assistant Manager

Positions Supervised: None

Minimum Qualifications:

- High school student.

Requirements:

- Ability to communicate effectively, both in written and verbal format.
- Ability to arrange items in alphabetical and numerical order.
- Able to stand for long periods of time.
- Able to lift, push and pull a light to moderate load.
- Able to work a flexible schedule, including evenings and weekends.

Responsibilities:

- Sorts and shelves materials.
- Straightens materials.
- Shelf reads.
- Rearrange shelves.
- May pull materials based-on reports.
- Performs other duties as required.