FINKELSTEIN
MEMORIAL LIBRARY

The Finkelstein Memorial Library is seeking a Page for the Youth Services Department. Wage is $16/hour.

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class primarily shelve books, clear tables and occasionally perform routine clerical and/or cleaning tasks. The work is performed under continual supervision and requires no prior knowledge of library work as employees are trained on the job. 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 materials;
Clears tables and keeps library room in order;
Runs errands;
Distributes mail;
May perform other routine clerical tasks, as required;
May perform routine cleaning tasks;
May perform routine book processing duties.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARATERISTICS:**
Ability to understand and carry out directions; ability to get along well with others; ability to sort material in alphabetical or numeric order.

**MINIMUM QUALIFICATIONS:** No formal training, education or experience required.

**To apply**, Click on 'Application for Employment' link at:
https://finkelsteinlibrary.org/job-postings/