



**CITY OF ELOY, AZ
JOB DESCRIPTION**

TITLE:	Office/Library Aide	JOB CODE: 1001
EFFECTIVE:	July 1, 2020	FLSA: Non-Exempt

Summary: Under close supervision by a clerical/secretarial supervisor, will perform a variety of routine clerical work of limited complexity, which follows well-established procedures to qualify for an entry-level clerical position. This is dual position shared with Human Resources and Library Departments.

Essential Job Functions: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assisting with compiling information and preparing routine or standardized reports, letters, and memos;
- Acting as a receptionist, providing a variety of information to the general public either face-to-face or over a telephone;
- Assisting with entering data or information into a personal computer (PC) in order to maintain and update records; and reproducing documents/materials on copy equipment.
- Preparing file folders for records systems; sorting and filing material alphabetically, numerically, and/or by other predetermined categories and retrieving filed material; sorting and distributing mail to staff; collating materials; and running errands.
- Maintains the condition of the library shelves; shelves all returned books and materials according to the library classification system; shelves books and library materials in designated areas; reads the library stacks to make sure they are in order by the author's name for fiction area and by Dewey Decimal call number for non-fiction area; straightens books on the shelves, bringing all book spines to the edge of the shelf for easy retrieval; picks up loose books within the library, processes them for in-house use count, and re-shelves them using a book cart.
- Collects and disposes of all paper, pencils and other materials left on library shelves; performs routine support tasks prior to the opening of the library, such as relocating shelving units and furnishings within the building, setting up and taking down meeting rooms for specific applications, and assisting the Library staff with basic duties.
- Receives, processes, and handles library materials for collection; shelves library materials within the appropriate area and empties book drops accurately and in a timely manner; applies security strips, spine labels, genre labels, and bookplates; attaches book jackets and makes minor repairs to library materials.
- Committed to teamwork, have a shared commitment to quality of everyday work, and demonstrate the willingness to assume ownership in completion of assigned tasks.
- Performs other duties as assigned or required.

Knowledge and Skills:

- Ability to communicate with the general public, vendors, contractors, and other City employees. May assist with answering phones and routing calls to appropriate personnel.
- Ability to operate a variety of standard office equipment (i.e., PC, copy equipment, calculator, microfilm equipment, scanner, etc.).
- Ability to comprehend and make inferences from written material. Proofread typed copies. File materials numerically, alphabetically, or by some other predetermined classification.
- Ability to learn job-related material through on-the-job training and in classroom settings.
- Ability to perform simple arithmetic computations (i.e., addition, subtraction, multiplication, division, and percentages);
- Knowledge of general office practices and procedures.
- Skilled in operating standard office equipment including telephone/switchboard PCs, other keyboard devices, copiers, facsimile machines (faxes).
- Skill in filing library materials alphabetically and numerically.
- Ability to establish and maintain effective working relationships with other employees, volunteers, and the general public.
- Ability to meet attendance and scheduling requirements.

Minimum Qualifications:

High School diploma or GED equivalent, AND one (1) year of customer service experience; OR an equivalent combination of education and experience; previous customer service experience is desirable; experience working in a library environment is preferred.

Successful completion of a background investigation is required