<div align="center">**COUNTY OF SOLANO**</div>

<div align="center">**LIBRARY DEPARTMENTAL AIDE (Extra Help) - Unclassified**</div>

DEFINITION

Under close supervision, performs a variety of routine clerical tasks; performs related duties as required.

CLASS CHARACTERISTICS

Incumbents of this class are used only for temporary extra help employment. The majority of appointments to these classes are seasonal.

EXAMPLES OF DUTIES – Duties may include but are not limited to the following:

Process library materials, including mending, stamping, labeling, applying book jackets, applying book tape, inserting security strips

Place books and other material on shelves in proper alpha-numeric sequence; empty book return bins and sort to book carts, shelving or delivery bins

Computer related work, including simple data entry and formatting disks on PC; assist with maintenance of public computers by turning them on and off and cleaning screens and peripherals, i.e. keyboards, etc.

Use the library's on-line databases to perform simple maintenance tasks; checking in/out books, periodicals and other library material on automated computer system

Assist with tasks related to keeping the branch neat & orderly, preparing for opening and closure of the facility, straighten chairs, etc; assist with meeting room set up and program preparation.

Assist/direct walk-in customers, including operation of the self check machines.

EXPERIENCE AND EDUCATION/TRAINING

No experience required.

SPECIAL REQUIREMENTS

Applicants under 18 year of age will be required to secure a work permit before being employed.

_____
Director of Human Resources