

Signed form must be returned with completed City of West Linn application to be considered for this position

**LIBRARY PAGE
ESSENTIAL FUNCTIONS**

Must have the ability to check books in and out, move books transferring from counter to cart to shelf.

Must have ability to work a regular schedule established for the position and to sustain a work pattern for (2) two hours blocks of time.

Ability to use light-pen and wand over bar code.

Ability to open plastic and cardboard cases.

Must have ability to communicate effectively with general public and staff.

Ability to enter transactions in computer and to type using a keyboard.

Ability to respond to reader questions from general public in person or on the telephone.

The employee is required to sustain an effective, working relationship with a variety of people (i.e. co-workers, peers and supervisors).

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the essential functions of this position and I am able to perform the essential functions of the Library Page position as outlined above.

Signature

Date