**Signed form must be returned with completed City of West Linn application**

### LIBRARY ASSISTANT I & II & III

ESSENTIAL FUNCTIONS

Must have the ability to check books in and out, move books transferring from counter to cart to shelf, and the ability to move up to 45 pounds (boxes of books/magazines) occasionally, and 20-25 pounds frequently.

Requires ability to work a regular schedule established for the position.

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

Must have ability to communicate effectively with general public and staff in a timely manner orally and in writing.

Ability to collect fines, make change and enter transactions in computer.

Must have ability to sustain activity for a minimum of a two (2) hour segment (block of time).

Ability to respond to reader questions from general public.

Acceptable method of transportation to and from work site during work hours.

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 the representation of those employee encourters 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 Assistant I and II position as outlined above.**

Signature Date

Revised 12/12