

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

**LIBRARY ASSISTANT I
ESSENTIAL FUNCTIONS**

Must have ability to communicate orally and in writing, and explain policies and procedures to staff and the general public.

Requires ability to maintain job functions in at least two (2) hour increments.

Ability to assist patrons with all aspects of library functions, (i.e., inter-library network computer system), when necessary.

Ability to read fine print documents, computer screen and manipulate computer keyboard.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The employee is required to sustain an effective working relationship with a variety of people (i.e. department managers, Library employees, volunteers, general public and supervisor)

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 Assistant I position as outlined above.

Signature

Date