



**CITY OF ST. PETERS
VOLUNTEER OPPORTUNITY**

POSITION TITLE: Library Assistant

DEPARTMENT: Staff Support Services

GENERAL STATEMENT OF DUTIES:

Under general direction, this individual will perform various clerical tasks.

ESSENTIAL FUNCTIONS:

Catalog materials on a computer.

Weed out older and time-sensitive materials from collection.

File as needed.

Shred as needed.

Other light clerical tasks as assigned.

STANDARDS:

Ability to alphabetize files.

Ability to deal with confidential information.

Ability to be accurate.

Regular and predictable attendance.

Ability to follow oral and written instructions.

Ability to establish an effective working relationship with staff.

Ability to safely and effectively operate assigned equipment.

Ability to perform effectively with interruptions and limited privacy.

MINIMUM REQUIREMENTS:

Must be 16 years of age or older.

Must have transportation to/from worksite.

Must be a U.S. citizen or lawfully authorized alien.

EQUIPMENT:

Computer and shredder.

DESIRED QUALIFICATIONS:

Previous clerical experience preferred.

Familiarity with word processing programs.

TIMES NEEDED:

One day a week, for 2-3 hours.

LOCATION:

St. Petersburg City Hall

REPORTS TO:

Administrative Office Staff