



# THE COUNTY OF STANISLAUS LIBRARY



Library Page (Clerical/Community Aide)

\$16.90 - \$20.55 Hourly

Please apply by January 23, 2025

\*\*\*\*\*This recruitment will close after 75 applications are received\*\*\*\*\*

# ABOUT THE POSITION

\*\*\*\*This recruitment is for part-time, extra-help positions ONLY\*\*\*\*

Clerical/Community Aides serve the public at each library. The incumbent may be required to work evening and weekend hours. All libraries in Stanislaus County are currently closed on Sundays. The libraries in Empire and Hughson are also currently closed on Mondays. The work location could be any one of the thirteen community libraries within Stanislaus County (Ceres, Denair, Empire, Hughson, Keyes, Modesto, Newman, Oakdale, Patterson, Riverbank, Salida, Turlock, and Waterford). The Modesto Library will be closed for renovation from November 30, 2024, and is anticipated to open summer 2026.

Clerical/Community Aides provide routine to difficult support tasks and service various County departments and operations under supervision. Duties within this classification may have a clerical emphasis, community partner emphasis, or a combination of both. For positions with a clerical emphasis, job duties are primarily clerical. For positions with a community partner emphasis, the primary job duty is working with the community, either in an office, clinic or conducting outreach. This will include meeting with the public in private, group settings, or during outreach events, understanding and making referrals to community resources, and fostering communication between the public and the department or County. This is an excellent entry-level position designed to learn general clerical and County procedures. As experience is gained, there is greater independence of action within established guidelines.

**Applicants fluent in English and Spanish language skills are highly encouraged to apply. Additional compensation of \$1.00 per hour will be paid to eligible certified bilingual employees.**



## THE IDEAL CANDIDATE

The Library is looking for individuals with excellent customer service, problem solving, and communication skills for the position of Library Page (Clerical/Community Aide). Candidates should be flexible and interested in being part of a team. The ideal candidate will provide high level customer service to a diverse community of library users.

## TYPICAL TASKS

- Receive, sort, and shelve books, periodicals, documents, records, maps, film and other library material;
- Maintain shelved files of library materials in proper order;
- Assist in preparing books and materials for circulation by adding dust covers, washing and marking library materials;
- Deliver library materials to appropriate locations;
- Clear tables and other areas of library materials;
- Organize and file alphabetic and numeric library materials;
- Retrieve library materials upon request;
- Demonstrate a commitment to quality customer service by interacting with customers in a friendly and helpful manner, and refer questions to the appropriate staff; and
- Other duties as assigned.

**This job is physically demanding. It entails stretching, stepping up and down on small footstools, lifting heavy items overhead, pushing large, often overloaded carts and generally being on one's feet for 2 hours at a time.**

## MINIMUM QUALIFICATIONS

### KNOWLEDGE

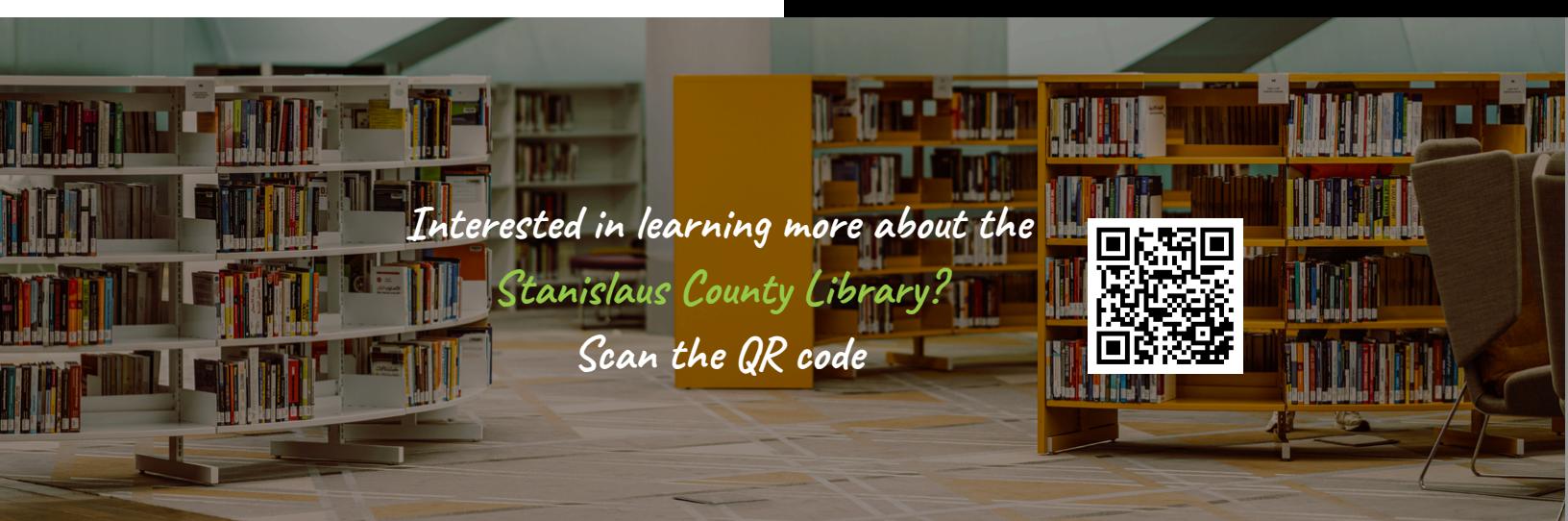
- Proper usage of grammar and punctuation;
- Alphabetic and numeric filing method;
- Basic mathematics; and
- Modern office procedures and practices.

### SKILLS/ABILITIES

- Follow oral and written instructions;
- Accurately perform a wide variety of clerical work of routine to average difficulty;
- Learn the operation of office equipment related to the job; and
- Deal with the public in a tactful and courteous manner.

## EDUCATION & EXPERIENCE

- A combination of training and experience sufficient to gain the requisite knowledge, skills, and abilities required.



## **CLASSIFICATION INFORMATION**

Part-time extra-help is a provisional classification where permanent status may not be obtained. This position is subject to overtime, standby, shift, and callback assignments and will perform related duties as assigned.

This position is non-benefited except for participation in a 401a program with Nationwide. Incumbents may also be subject to overtime, standby, callback, weekend, holiday and shift assignments as identified in their MOU (Memorandum of Understanding).

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under the "Disability" tab.

## **APPLICATION PROCEDURES/FINAL FILING DATE:**

**Apply by: 75 applications or January 23, 2026**

**Written Examinations are tentatively scheduled for the week of January 26, 2026.**

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

**Note: The eligible list generated from this recruitment will be used to fill multiple part-time vacancies for the library and to establish an eligibility list to fill future part-time vacancies for the Library Department**

**Resumes will not be accepted in lieu of a completed application.**

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

## **RECRUITMENT ACCOMMODATIONS**

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

## **GENERAL QUALIFICATIONS**

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

## **APPLICATION AND/OR EXAMINATION APPEAL RIGHTS**

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

## **DISCLAIMER**

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.