

PERSONAL COMPUTER PAGE

DISTINGUISHING FEATURES OF THE CLASS:

This is a part time position with responsibility for assisting and training the public in the use of a personal computers and software. The incumbent has the added responsibility for performing routine clerical and office tasks, shelving books, records, tapes and other library materials and the provision of messenger services. Direct supervision is received from an immediate supervisor.

ESSENTIAL FUNCTIONS:

Maintains personal computers, printers, software and manuals;
Provides assistance and training to the public in the use of personal computers and software;
Schedules and records personal computer usage by the public;
Prepares simple reports;
Retrieves books from shelves, sorts and shelves books, records, tapes and other library materials;
Clears tables, straightens shelves and maintains library rooms in an orderly fashion;
Runs errands, performs other messenger services, receives, sorts and distributes mail, delivers and packs departmental and inter-departmental library materials;
Operates copier machine, fills copier paper tray and makes copies;
Retrieves material from closed stacks and files microfiche.

RELATED WORK ACTIVITIES:

Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

COGNITIVE SKILLS

Working knowledge of personal computers and software;
working knowledge of routine clerical and office principles, practices, procedures, equipment and terminology;
ability to teach adults and children in the use of personal computers;
ability to understand and carry out oral and written directions;
ability to establish and maintain effective working relationships;
ability to communicate effectively;
accuracy; resourcefulness; neat appearance; tact; courtesy; good judgment.

PHYSICAL DEMANDS

No special demands.

ENVIRONMENTAL CONDITIONS

No special conditions, work takes place in an office environment.

MINIMUM QUALIFICATIONS:

Demonstrated ability in operating a personal computer.

ADOPTED: YMCSC MTG. 7/17/95

AMENDED: YMCSC MTG. 8/26/96

CLASSIFICATION: NON COMPETITIVE (PENDING RULES RESOLUTION AND NEW YORK STATE APPROVAL)