

Position/Title:

Department/Division: * Location: *

Supervisor's Full Name: *

Based on your NPC department needs, enter the number of FWS employees: *

Job Description (Identify the duties and responsibilities):

* Check out and check in library materials; use library catalog; perform filing; data entry; answer phone; assist patrons in finding & using information; shelf materials; distribute materials; process materials; assist with use of AV equipment, copier, computers, reserve materials, inventory and testing. Monitor library email account. May help process new materials. Perform other functions and tasks as required and assigned.

List Special Skills:

Must possess basic computer skills, basic filing skills, basic math skills; have a positive & friendly attitude; a willingness to help others; to interact with professionalism when using the telephone and during in-person interactions; have the ability to get along well with other staff and internal and external customers; must pay attention to detail, and have the ability to follow written & verbal directions; must perform job functions with honesty and responsibility; must act with and demonstrate the ability to maintain confidentiality.

NOTE: A FWS Job Description should reflect a potential FWS employee's educational or vocational goals that provide preparation to enter the workforce.

Will the FWS employee need access to a computer? Yes * No *

Describe what access to a computer or other equipment the FWS employee will need

* FWS employee will be using computer to perform library duties, such as checking out/in materials. They will be able to use the computer at the circulation desk in the library.

NOTE: This information will be sent to TAS so they can prepare necessary equipment for the employee. This DOES NOT replace the need for the supervisor to submit an iSupport request just as requests for other employee equipment is submitted.

Will the FWS employee need access to applications or software? Yes * No *

Supervisor Signature: Daphne Brimhall ...3634383238 Date: 08/09/2023

TAS Acknowledgement: Leslie Dye ...3233333132 Date: 08/10/2023

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