Department: Legislature
Post: Library Attendant
Salary: 
Effective Date: 17th February, 1986
Qualifications: The Certificate of Primary Education (formerly the Primary School Leaving Certificate) or an alternative qualification acceptable to the Public Service Commission.

Duties:
1. To collect from and deposit the keys of the library to the nearest Police Station.
2. To open and close the library.
3. To maintain, clean and dust the rooms, including window panes, furniture and materials of the library.
4. To run library errands and answer telephone calls.
5. To keep watch over the library during opening hours.
6. To assist in sorting and arranging library materials for shelving and help the librarian in stock-taking and write-off whenever required.
7. To prepare library stationery, book jackets and process all library materials for shelving including doing minor book repairs.
8. To perform such cognate duties as may be assigned.