

- opening and distributing newspaper periodicals to all sections.

(2) Classifies and catalogues selected books, periodicals and newspapers which pertain to the Commercial Registry by: 30%

- examining documents received such as books and periodicals and assigning the classification numbers in accordance with a predetermined classification system,
- maintaining an inventory record on a card index of all publications in the ITC Library,
- sorting books and periodicals and placing them on shelves,
- periodically reviewing library content to ensure that books and periodicals are properly classified and placed,
- reporting new acquisitions.

(3) Provides reference service to users by: 15%

- searching reference sources such as catalogues and indices,
- providing users with the appropriate reference books and periodicals related to ITC and Customs.

Performs other duties such as registering numerically details of all ITC's circular letters, checking annually each circular letter series against list provided by ITC and advising Officer of missing letters. 5%

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INCUMBENT

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SUPERVISOR

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DATE

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DATE