

POSITION: CLERK II

REPORTS TO: CIRCULATION SERVICES COORDINATOR / SOCIAL MEDIA SPECIALIST AND CIRCULATION SERVICES ASSISTANT

PURPOSE OF POSITION:

Staff circulation desk as necessary. Responsible for carrying out assignments in accordance with standing instructions and established policies and practices. Coordinate Clerk I tasks in the evening.

ESSENTIAL FUNCTIONS:

1. Staff circulation desk.
2. Print circulation-driven notices such as patron notices, late and billing notices, and hold shelf expirations.
3. Coordinate clerk tasks in absence of Circulation Services Coordinator / Social Media Specialist
4. Assist in managing handling of overdue items.
5. Assist in the creation and management of patron records.
6. Shelve and read shelves as necessary.
7. Assist with the activities of MORE materials handling, fill reserves, troubleshoot materials problems with other consortium members.
8. May be asked to represent the library at meetings of the MORE Operations Committee.
9. Assist patrons with the operation of the photocopier and make change for copier users.
10. Direct patrons in the building to appropriate personnel.
11. Coordinate daily opening and closing of building.
12. Count daily cash receipts.
13. Perform other duties as required.

KNOWLEDGE AND ABILITIES:

1. Ability to gain a good understanding of the policies and procedures of the Chippewa Falls Public Library as they relate to circulation tasks
2. Possession of a friendly and helpful manner.
3. Possession of good telephone skills
4. Ability to work harmoniously with library staff and the public and to promote a positive image of the library.
5. Ability to learn and utilize proper operating techniques for equipment listed below, especially computer terminals.
6. Knowledge and alphabetical and numerical filing.
7. Working knowledge of English language grammar and spelling.

PHYSICAL DEMANDS OF POSITION:

1. Bending/twisting and reaching.
2. Far vision at 20 feet or further; near vision at 20 inches or less.
3. Hand dexterity: typing, writing, filing, sorting, shelving, processing.
4. Handling: picking up and shelving items.
5. Lifting and carrying: 30 pounds or less.

6. Mobility: travel to meetings outside library.
7. Pushing and pulling: objects weighing 50 pounds on wheels.
8. Sitting, standing, walking, climbing and stooping.
9. Talking and hearing; use of telephone.

ENVIRONMENTAL WORKING CONDITIONS:

1. Mostly inside work environment. Occasional outdoor programming/outreach.
2. Flexible work hours: chiefly afternoon, evening, and weekend hours.

EQUIPMENT USED:

Book truck, calculator, cash register, computer software, computer terminal, copy machine, fax machine, laser scanner, microfilm reader, printer, and telephone.

EDUCATION AND EXPERIENCE:

1. High School diploma or equivalency.
2. Keyboarding and computer skills.
3. Previous customer service work experience.
4. Expected to pursue continuing education related to job duties.

JOB REQUIREMENT:

Ability to work flexible hours stated above.

**APPROVED BY THE CHIPPEWA FALLS PUBLIC LIBRARY BOARD OF TRUSTEES
ON AUGUST 4, 2021**