

**POSITION: CLERK I**

**REPORTS TO: CIRCULATION SERVICES COORDINATOR / SOCIAL MEDIA SPECIALIST  
AND CIRCULATION SERVICES ASSISTANTS**

**PURPOSE OF POSITION:**

Assist staff in support tasks, chiefly in shelving library materials and keeping items organized in all collections.

**ESSENTIAL FUNCTIONS:**

1. Re-shelve materials in proper order.
2. Shelf read and place materials in proper order.
3. Assist at the circulation desk:  
check out materials, check in materials, process library cards
4. Assist with the activities of MORE materials handling:  
pack courier bins, search reserves, clear hold shelf
5. Assist in year-round upkeep of the library grounds; shovel snow, sand walks, pick up litter.
6. Assist library staff with projects as assigned.
7. Assist with library programs and displays.
8. Refer non-directional questions to the appropriate staff member.
9. Perform other duties as required.

**KNOWLEDGE AND ABILITIES:**

1. Ability to understand and perform routine library procedures.
2. Ability to communicate effectively with staff and public.
3. Ability to sort in alphabetical and numerical order and to develop a working understanding of the Dewey Decimal System.
4. Ability to follow directions.
5. Ability to learn and adhere to all circulation rules and regulations.
6. Ability to perform moderately heavy physical work.
7. Ability to learn and utilize proper operating techniques for equipment listed below, especially computer terminals.
8. Ability to work harmoniously with library staff and the public and to promote a positive image of the library.
9. Possession of a friendly and helpful manner.
10. Working knowledge of English language grammar and spelling.
11. Ability to maintain confidentiality of patron records.
12. Ability to use multi-line phone system.

**PHYSICAL DEMANDS OF POSITION:**

1. Bending/twisting, reaching.
2. Far vision at 20 feet or further; near vision at 20 inches or less.
3. Fingering: typing, writing, filing, sorting shelving, and processing.
4. Handling: processing, picking up and shelving items.
5. Lifting and carrying: 30 pounds or less.
6. Pushing, pulling: objects weighing 50 pounds on wheels.
7. Sitting, standing, walking, climbing, stooping, kneeling, crouching.
8. Shoveling snow; sanding walks.

**ENVIRONMENTAL WORKING CONDITIONS:**

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

**EQUIPMENT USED:**

Book truck, calculator, cash register, computer software, computer terminal, copy machine, laser scanner, microfilm reader, printer, snow shovel, multi-line telephone.

**EDUCATION AND EXPERIENCE:**

1. Previous library experience preferred.
2. Eligible for a Child Labor permit, if required.

**JOB REQUIREMENT:**

Ability to work flexible hours, days, evenings and weekends.

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