

POSITION: DAYTIME CLERK I

REPORTS TO: CHIEFLY CIRCULATION STAFF AND OTHER DEPARTMENTS AS NEEDED.

PURPOSE OF POSITION:

Assist in support tasks, chiefly handling courier materials, paging slips, staffing the circulation desk, keeping items organized and shelving library materials as needed

ESSENTIAL FUNCTIONS:

1. Assist with the handling of MORE materials: unpack courier bins; check in, route, shelve materials, assisting with paging slips and staffing the circulation desk
2. Re-shelve materials in proper order
3. Read shelves and place materials in proper order
4. Assist with miscellaneous projects as assigned
5. Refer non-directional questions to the appropriate staff member
6. Perform other duties as required

KNOWLEDGE AND ABILITIES:

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

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 400 pounds on wheels
7. Sitting, standing, walking, climbing, stooping, kneeling, crouching
8. Talking and hearing; use of telephone

ENVIRONMENTAL WORKING CONDITIONS:

1. Inside work environment: 100% or more.

EQUIPMENT USED:

Book truck, calculator, cash register, computer software, computer terminal, copy machine, printer, telephone

EDUCATION AND EXPERIENCE:

1. Previous library experience preferred

JOB REQUIREMENT:

Ability to work flexible hours, days, and Saturdays.

**APPROVED BY THE CHIPPEWA FALLS PUBLIC LIBRARY BOARD OF TRUSTEES ON
APRIL 16, 2025.**