

**Job Description**  
**Interlibrary Loan Page**  
Winnefox Library System  
Part-time, Non Exempt Position  
System Support Classification, Level A

Under supervision of Interlibrary Loan Assistant, performs a variety of clerical duties for the Winnefox Library System Interlibrary Loan Department.

**Duties/Examples of Work**

The following is a list of representative duties. As such, it is not meant to be exclusive. Other duties may be assigned that may reasonably follow and relate to essential tasks. This job description may be modified from time to time as the needs of Winnefox Library System and the position change.

1. Work with WALS circulation system. Check out and check in ILL items, check status of overdue items, etc.
2. Work with word processing software. Perform such duties as: modify long overdue notice form letter, etc.
3. Work with other clerical tasks such as incoming and outgoing mail, process ILL materials and paperwork for delivery of material to and from libraries, file, photocopy, and perform.
4. Unpack and sort van delivery boxes.
5. Work with interlibrary loan software. Perform such duties as: print and update ILL requests.
6. Package ILL materials for delivery via van and USPS mail, and deliver mail to the post office.
7. Other duties as required.

**Knowledge and Abilities**

1. Ability to locate library materials classified by the Dewey Decimal and Cutter systems.
2. Working knowledge of library methods and procedures.
3. Ability to properly operate library computer workstations, barcode readers, and printers.
4. Ability to learn assigned clerical tasks readily.
5. Ability to follow detailed oral and written directions.
6. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
7. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with co-workers and supervisors.
8. Keyboarding and filing ability.
9. Working knowledge of English grammar and spelling.

**Environmental and Physical Demands of the Position**

1. Typical office environment.
2. Ability to work in confined spaces.
3. Bending/twisting, reaching and feeling.
4. Far vision at 20 feet or further; near vision at 20 inches or less.
5. Fingering: keyboarding, writing, filing, sorting.
6. Handling: processing, picking up and shelving books.
7. Lifting and carrying: 50 pounds or less.
8. Pushing and pulling: objects weighing 60-80 pounds, on wheels.
9. Sitting, standing, walking, climbing and stooping.
10. Talking and hearing.

**MENTAL REQUIREMENTS**

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Communication skills: effectively communicate ideas and information both in written and verbal form.
6. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
7. Time Management: set priorities in order to meet assignment deadlines.
8. Ability to operate computer workstations and other business machines with speed and accuracy.

**Equipment Used**

Postage machine, photocopier, computer printer, barcode reader, book truck, calculator, fax machine, computer workstation.

**Education and Experience**

High school diploma or equivalent. No experience required.