

Job Description
WCTS Clerk/Page
Winnefox Library System
Part-time, Non Exempt Position
System Support Classification, Level A

Under supervision of WCTS Program Coordinator, performs a variety of clerical duties for the Winnefox Cooperative Library Services.

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. Assists in selection and checking in of material for the Winnefox Rotating Collections.
2. Performs physical processing of materials for member libraries.
3. Assists in preparation of materials for meetings, material review meetings and workshops.
4. Performs filing and DVD repair.
5. Other duties as required.

Knowledge and Abilities

1. Working knowledge of library methods and procedures.
2. Ability to properly operate equipment such as: computer workstation, typewriter, copy machine, fax machine and printers.
3. Ability to learn assigned clerical tasks readily.
4. Ability to follow detailed oral and written directions.
5. Good interpersonal skills and ability to **maintain** and foster cooperative and courteous working relationships with co-workers and supervisors.
6. Keyboarding and filing ability.
7. Ability to communicate effectively with staff of member libraries, both in person and on the telephone.
8. 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. Mathematical ability: calculate basic arithmetic problems without the aid of the calculator.
8. Time Management: set priorities in order to meet assignment deadlines.
9. Ability to operate computer workstations and other business machines with speed and accuracy.

Equipment Used

Postage machine, photocopier, computer printer, typewriter, videocassette player, barcode reader, book truck, DVD cleaner, calculator, fax machine, computer workstation.

Education and Experience

High school diploma or equivalent. General office experience. Library work experience preferred.