**Responsibility of Position**

The individual who serves as a Clerk for the Red Creek Free Library should have good people skills, a willingness to assist others, and have some knowledge of how a library functions. The incumbent will perform duties as directed by the Library Director. Ours is a rural community library that houses approximately 10,000 items, offers a quiet place to curl up with a book, and provides a variety of programs for the community.

1. **Work Duties**
   1. Carries out circulation desk procedures, such as checking materials in/out, assisting patrons with technology, responding to patron requests, and recording cash transactions.
   2. Follow building opening and closing procedures.
   3. Creates displays and exhibits under the direction of the Library Director.
   4. Provides reader’s advisory, reference and other Patron assistance services. Registers patrons, records data and issues patron cards.
   5. Catalogs and processes materials for circulation.
   6. Sorts mail.
   7. Administrative duties under the direction of the Library Director.
   8. Attends training seminars and meetings at the direction of the Library Director.
2. **Knowledge and abilities**
   1. Knowledge of how a library functions
   2. Ability to work with the general public and possess a willingness to assist others.
   3. Ability to maintain confidentiality as required by good sense, standards, or law.
   4. Ability to establish a positive working relationship with staff and volunteers.
   5. Ability to gain a working understanding of current and developing technologies as they relate to public library operations and services.
   6. Ability to use computers, electronic devices and manage digital content and software.
   7. Demonstrate high integrity in all matters.
3. **Physical demands and Position**
   1. Sitting, standing, walking, climbing, and stooping
   2. Bending/twisting and reaching
   3. Talking and hearing; use of the telephone
   4. Far vision at 20 feet or further; near vision at 20 inches or less
   5. Lifting and carrying 40 lbs or less
   6. Handling: processing, picking up and shelving books
   7. Fingering: typing, writing, filing, sorting, shelving and processing
   8. Pushing and pulling: objects weighing 60 - 80 pounds on wheels
   9. Mobility: travel to meetings outside the library
4. **Mental requirements**
   1. Communication skills: effectively communicate ideas and information both in written and oral form
   2. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins
   3. Mathematical ability: calculate basic arithmetic problems; addition, subtraction, multiplication, division without the aid of the calculator
5. **Environmental working conditions**
   1. Inside work environment
   2. Flexible work hours; frequent evening and weekend hours
   3. Travel to various meeting locations, conferences and continuing education sites as needed
6. **Equipment used**
   1. computer/tablet
   2. calculator
   3. copy/print/fax/scan machine
   4. telephone
   5. cash register
   6. book processing equipment
   7. cameras
   8. Building Systems such as security and heating/air conditioning
7. **Qualifications**
   1. Minimum age: 18 years.
   2. High School or equivalency diploma.
   3. Work experience meeting the needs of the general public is highly valued.