

**THE CITY OF PORTALES, NEW MEXICO**

**POSITION POSTING #2014-010**

**POSITION:** F/T CLERK  
**DEPARTMENT:** PORTALES MUNICIPAL LIBRARY  
**STATUS:** NON-EXEMPT  
**REPORTS TO:** LIBRARIAN AND CIRCULATION SUPERVISOR  
**SHIFT:** REGULAR - 40 HOURS PER WEEK  
**SALARY:** MINIMUM \$19,165 – MAXIMUM \$27,720

**GENERAL DESCRIPTION:**

Under the supervision of the Librarian and Circulation Supervisor, the Library Clerk performs a wide variety of tasks in direct support of library operations. Duties will include assisting with children's programs, computer lab assistance and checking in and out library materials.

**TASKS AND RESPONSIBILITIES:**

1. Using computer, check in and out library materials.
2. Assist citizens with the general operation of computers.
3. Assist with the preparations and participate in children's programs.
4. Shelve library materials.
5. Prepare bulletin boards and displays.
6. Answer telephones, take messages, handle money transactions and perform general clerical tasks.

**KNOWLEDGE, EXPERIENCE, AND SKILLS:**

1. High school graduate, some college preferred.
2. Must be able to meet the public in a courteous and efficient manner under sometimes stressful situations.
3. Should be familiar with general and clerical office routines, such as typing and filing.
4. Ability to work efficiently and accurately in an atmosphere of frequent interruptions.
5. Good accurate math skills and the ability to follow through on work assignments.
6. Ability to establish and maintain effective working relationships with co-workers, and other department personnel.
7. Knowledge and experience in computer operations needed.
8. Prior experience with children's programming preferred.
9. Preference given to bilingual applicants.

**WORK SCHEDULE:**

The regular work week is 8 hours a day, Monday through Friday, with one hour off for lunch. Some Saturdays are required, at least every other Saturday, as well as some evenings for attending meetings.

**DEADLINE TO SUBMIT APPLICATION:** First review of applications is by 5:00 pm, Friday, April 18, 2014.

EOE