

## Waller County Library

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<b>Title</b>	Part Time Library Clerk
<b>Department)</b>	Waller County Library System Hempstead
<b>Reports to</b>	County Library Director / Library Manager
<b>Posted</b>	January 2, 2017 Job will be posted until filled

### **Job summary**

Performs entry level library work. Under immediate supervision, performs routine, nonprofessional library duties relative to shelving, circulation and customer service. As assigned, other clerical duties related to collection maintenance.

### **Experience and Education Required**

- High School graduate or equivalent

### **Knowledge, Skills and Abilities**

- Must possess an understanding of written sentences and paragraphs in work related documents.
- Must possess a positive customer service orientation.
- Computer skills, specifically MS Office, other database or data entry experience.
- Effective verbal and written communications skills.
- Ability to understand number and simple numbering sequences.
- Working knowledge of correct English usage, punctuation, spelling, grammar and vocabulary.

### **Knowledge, Skills and Abilities**

- Highly motivated, customer service oriented attitude

### **Preferred Qualifications**

- Bi-lingual skills preferred

**Applications and details of the job requirements can be found at the Waller County website at <http://www.co.waller.tx.us> or by contacting the Waller County Library, Hempstead 979-826-7658.**

**Applications and resumes will be accepted at the Waller County Library, Hempstead until the position is filled.**

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.