

Waller County Library

Title	Part Time Library Clerk
Department)	Waller County Library System Hempstead
Reports to	County Library Director / Library Manager
Posted	February 8, 2018 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

- Previous library experience
- Customer service experience
- Bilingual in Spanish and English
- Proficiency in written and oral communication in Spanish and English

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.