

Waller County Library
Waller County, Texas

Title Library Clerk
Department(s) County Library System/ Hempstead
Reports to County Library Director/ Directors Assistant
Posted January 2, 2018

Job summary

Performs routine and moderately complex level library work. Work involves processing and cataloging library resources, providing information and materials in response to library user requests. Works under moderate supervision with limited latitude. May be responsible for supervision of clerk and page level staff.

Summary of essential job functions

- Provides basic reference and research services and technical assistance to library users.
- Performs cataloging and classification of library materials by subject and description.
- Provides circulation services
- Processes interlibrary loans and patron requests
- Performs related work as assigned.

Experience and Education Required

- Experience in library, archival, or general office work
- Graduation from a standard high school or equivalent is required
- Computer experience with MS Office
- General office equipment

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.