

# Waller County Government

## Waller County, Texas

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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>	February 26, 2019 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.

### **Summary of essential job functions**

- Sort and shelve books and other materials
- Register new patrons and create library cards
- Check materials in and out of the circulation system
- Assist with ILL requests
- Processes overdue notices
- Assist patrons with public computers and other library equipment
- Collect and process fines, lost materials fees, copies, scanning and faxing.
- Performs limited cataloging of library material
- Other duties as assigned

### **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.
- Keyboarding.

### **Preferred Qualifications**

- Previous library experience
- Bi-lingual skills preferred

### **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.