



Madison County Library Job Posting

Accepting applications until position is filled. Print out application on Madison County website at www.co.madison.tx.us. Return completed application to the Madison County Library at 605 S. May St., by email: mclib@madisoncountytexas.org, by FAX 936-348-6118.

POSTING DATE: January 2, 2018

JOB TITLE: Library Clerk I

DATE AVAILABLE: January 15, 2018

SALARY: \$10.50 per hour

HOURS: 29 Hours/week; set schedule, but subject to change due to the needs of the library

BENEFITS: No benefits for this position; participation in retirement plan

HOLIDAYS: County holidays for this position are unpaid and include New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, 2 days at Thanksgiving, and 2 days at Christmas.

CLOSURES: The library may also be closed due to workshops and conferences; these days will also be unpaid unless workshop is attended.

General Statement of Duties: The clerk's main duties will be at the front desk, in the main stack area and the children's area, and assisting patrons with computer/internet. Some genealogy dept. research may be required. The clerk's position is Part Time and includes working one late evening per week.

Requirements: At least 18 years of age; any combination of education and experience equivalent to graduation from high school; some clerical and public service/customer service experience preferred; ability to stand and walk during all work hours; ability to push heavy carts and lift boxes weighing up to 40 pounds;

Desirable: Positive, professional, outgoing, friendly, helpful attitude; neat appearance.

Essential Knowledge, Skills, and Abilities: Enjoy books and reading and have a good knowledge of current popular literature, authors, and genres; strong customer service skills in person and on the phone; ability to learn current trends in technology in library service; ability to work with teens and children in a positive and constructive manner; ability to work with patrons of varied backgrounds; ability to assertively approach and handle patron situations; obtain knowledge of library materials; ability to alphabetize and file materials according to the Dewey Decimal System; ability to work with all members

of the library staff and take direction from director and assistant; research and reference skills are essential; computer and technology skills are essential in order to assist the public (specifically Microsoft Word, Power Point, Google, internet, email, web pages and social networking); ability to operate general office equipment including microfilm/fiche reader, FAX and copier; must be self-motivated, exercise initiative and independent judgment; enjoy performing a wide variety of tasks as needed.

Job responsibilities/examples of services performed: assign new card numbers to patrons; answer reference questions; check books in and out; shelve books and other materials; straighten and organize shelves; evaluate materials for age, damage, usefulness and Weed accordingly; answer the telephone and take messages; collect fines and other fees and write receipts; make copies, count and keep track of patron printouts; Fax; count money drawer and receipts at the end of the day; process new magazines and newspapers; cooperates as a team member with all library staff in performing any professional or nonprofessional duty essential to the achievement of efficient library operations; assist patrons before all other duties; any other duties deemed necessary by library director.

Contact:

**Veronica Grooms, M.L.S., Library Director
Madison County Library
605 S. May St.
Madisonville, TX 77864**

936-348-6118

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