

**Upshur County Library**  
**702 W Tyler Street, Gilmer, TX 75644**  
**903-843-5001**

**JOB OPPORTUNITY ANNOUNCEMENT**

**DATE:** September 3, 2019  
**POSITION:** Part - Time Library Clerk  
**DEPARTMENT:** County Library  
**BEGINNING SALARY:** \$390.00 S/M  
**HOURS:** 20 hours per week  
Saturday 9:00am - 2:00pm  
Wednesday 1:00pm - 6:00pm  
Thursday 1:00pm - 6:00pm  
Friday 1:00pm - 6:00pm

**DUTIES:** Shelf maintenance, Shelving materials returned through circulation  
Shelving new materials received, Reading shelves - straightening  
materials on shelves, Shifting materials as needed, Searching shelves  
for overdue materials, Assisting patrons with check-in and check-out of  
materials, Patron renewals, signup and updates and Other duties as  
assigned

**REQUIREMENTS:**

- Must have knowledge of business English, Spelling, and Math (basic number sense and alphabet)
- Typing and computer skills required
- Must have working knowledge of office practices and procedures, and of departmental rules and regulations
- Must have ability to understand and carry out oral and written instructions and to request clarification when needed
- Must be able to establish and maintain effective working relationships with co-workers, employees and officials in other departments
- Must have ability to meet & greet the public enthusiastically as well as greet callers and visitors promptly and courteously
- Must have physical ability to perform continuous activities such as bending, stretching, and squatting as necessary in shelf maintenance
- Must be able to lift and carry 25lbs effectively and safely.
- Must be able to push book cart up to 75 lbs.
- Must have good eyesight for shelving books
- Must be dependable and reliable
- Must be punctual

To be considered you must complete an employment application in full and turn it into the County Treasurer's Office by September 17, 2019.

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Upshur County is an equal opportunity/affirmative action employer.