

**Job Title:** Circulation Assistant

**Job Summary:** Howard County Library is seeking a friendly customer oriented circulation clerk to assist customers with checking out/in library materials, finding books, and basic computer task.

**Duties and Responsibilities:**

- Perform a variety of circulation duties including checking library materials in and out, issuing library cards, responding to customer inquiries, and answering the telephone.
- Assist customers with locating, books, DVDs, and other library material.
- Maintain and update customer records.
- Collect fines, fees, and other money; issue receipts for lost/damaged materials.
- Process overdue materials.
- Manage and maintain the circulation system, patron computer access program and other library related software.
- Sort and place materials on carts for shelving; shelve library materials; clean and maintain library shelves.
- Assist customers with the use of public computers, online catalogs, library databases, printing, copying, and faxing.
- Troubleshoot basic computer, printer, and photocopying equipment problems.
- Operate a cash register.
- Perform opening and closing activities.
- Perform other duties as assigned or required.

**Qualifications:**

- Excellent customer service skills.
- Knowledge MS Word and other commonly used office software and equipment.
- High School Diploma or equivalent.
- 2 years library experience or office experience.
- Knowledge of alphabetizing, indexing and filing methods.
- Knowledge of basic mathematics.
- Strong oral and written communication skills.

**Physical Requirements:**

Must be able to lift and carry up to 30 lbs. of library materials or supplies. Push and pull loaded shelving carts weighing up to 150 lbs. Stand or sit for prolong periods of time. Frequently bend, kneel, squat and reach above the shoulders.

**Salary/Benefits:** \$16.42/hr. The county offers excellent benefits including paid holiday, vacation, sick leave, health insurance, and a retirement plan.

**Background check:** Employment is contingent upon passing a background check.

**How to Apply:** Please submit a resume **and** application to:

Mavour Braswell, Director

Howard County Library

500 S. Main Street

Big Spring, TX 79720

[mavour.braswell@howardcountytexas.com](mailto:mavour.braswell@howardcountytexas.com)

Applications are available online at

<http://www.co.howard.tx.us/upload/page/0436/docs/2017/Job%20Application.pdf>

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