



Karnes County Job Description

Karnes County Runge Library Clerk

Department	Karnes County Library	FLSA Status	Non- Exempt
Reports To	Karnes County Library Runge Branch Manager		
Salary	\$19.23 hour		

Position Summary

A Library Clerk provides a wide variety of basic public, technical and clerical services, reader's advisory, circulation services, and administrative support.

Working Conditions

Work is performed in a typical library environment. May be required to walk; sit; use hands to handle or feel; reach with hands and arms; and talk or hear. Regularly required to stand for long periods of time. Work is not sedentary. May be required to climb step stools or stepladders. Occasionally lifts and moves up to 50 pounds, push a fully loaded book cart weighing up to 75 pounds. Specific vision abilities required by this job include close vision and distance vision. Use of computer equipment, telephone, multi-functioning printer and calculator. Evening or overtime work is required on an infrequent basis. Local and day travel is required on an infrequent basis.

ESSENTIAL FUNCTIONS

Job Function

Performs circulation desk duties, including greeting patrons, checking in and out library materials, registering new patrons, collecting fines, and shelving books.

Shelf reads and straightens materials on the shelves and in the collection while shelving new books in alphabetical and numerical order. Inspecting the condition of books before and after check-out to assess damage on behalf of the customer. Searches for library items, fulfills holds list, and routes materials to correct locations.

Maintains library public areas in a clean and orderly fashion by sustaining orderly shelves, refilling displays, and performing light cleaning and/or organizing tasks.

Provides reader's advisory, reference, and other patron assistance service.

Works proficiently with basic computer software and the library automation system, and ability to use various types of office and library equipment.

Assists patrons with internet access and basic computer use and ensuring their technical needs are met.

Maintains knowledge of eBook Software and issues surrounding the use of e-materials.

Accepts donations and refers to the Library Director.

May take patron requests, orders, and processes and keeps records of interlibrary loan materials using the OCLC navigator system.

Assists with processing and repair of library materials.



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Assists Director with library programs and events.

Assists with weeding of library collection by removing items from the automation system.

Answers directional and standard questions and refers specific reference questions to the Library Director.

Assists with opening and closing duties.

Ability to work independently as well as part of a team.

Adheres to policies and procedures established by the Library Board, Library Director, and Branch Manager.

Performs other work as assigned by the Library Director.

QUALIFICATIONS

Education	Experience	License & Certification	Testing	Other
<ul style="list-style-type: none">• High School Diploma	<ul style="list-style-type: none">• Prior exposure to working in library setting-preferred• Prior experience using a desktop computer	<ul style="list-style-type: none">• Valid Texas Driver License	<ul style="list-style-type: none">• Criminal background check• Pre-employment Drug/Alcohol Test	<ul style="list-style-type: none">• Word• Excel• Strong communication skills• Strong interest Reading/Literature

Special (Additional) Notes

Important to this position are: computer proficiency, active listening, critical thinking, instruction capability, social perceptiveness and service orientation

Karnes County currently provides 100% medical plan cost coverage for full-time employees, which will take effect on the first of the month after 60 days of employment. Full-time employees receive \$50,000 of life insurance at no cost, which will take effect on the first of the month after 60 days of employment. County employees receive retirement benefits through the Texas County & District Retirement System. In addition, Karnes County will observe paid holidays. Eligible employees will accrue PTO and vacation, which are held until 90 days are complete.

HOW TO APPLY

Please complete the Karnes County Employment Application located at [Employment Application](#).

A Karnes County application and resume should be emailed to alesha.cruz@co.karnes.tx.us.

Position will be posted until it is filled.