



SWISHER COUNTY
COURTHOUSE * 119 S. MAXWELL * TULIA, TEXAS 79088

POSITION ANNOUNCEMENT
*****Part-time Library Clerk*****

Swisher County is accepting applications for the position of **Part-time Library Clerk**. This is a **part-time hourly position**, with a maximum of **15 hours per week**. The anticipated start date is **November 18, 2025**.

Applications are available at the **Swisher County Judge's Office** or the **Swisher County Treasurer's Office**, located in the Swisher County Courthouse at:

119 S. Maxwell
Tulia, Texas 79088

You may also access the application and full job description online at: www.co.swisher.tx.us

Please include a resume and cover letter explaining your passion for libraries and how you can contribute to our team.

COMPLETED APPLICATIONS NEED TO BE TURNED IN TO THE TREASURER'S OFFICE.

The position announcement will **be open through Friday, November 7, 2025 or until filled.**

For more information regarding this position, please contact the **Library at 806-995-3447 or Swisher County Treasurer's Office 806-995-2204.**

Swisher County is an equal opportunity employer. The county will not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, including lesbian, gay, bi-sexual or transgender status, age, genetic information, pregnancy, veteran status, disability, or any other condition or status protected by law.

LIBRARY CLERK JOB DESCRIPTION

POSITION SUMMARY

The Library Clerk provides a wide variety of basic public, technical, and clerical services, including information and reference services, reader's advisory services, circulation services, and administrative support. This is a part-time position not eligible for benefits.

REPORTING RELATIONSHIPS

Reports to the Library Director or Assistant Librarian when necessary.

MAJOR RESPONSIBILITIES

1. Performs circulation desk duties including greeting patrons, checking in and out library materials, registering new patrons, collecting funds for fines/fees/donations, and shelving books.
2. Maintains library public areas in a clean and orderly fashion by sustaining orderly shelves, refilling displays, and performing light cleaning and/or organizing tasks.
3. Provides reader's advisory, reference, and other patron assistance services.
4. Works proficiently with basic computer software.
5. Assists patrons with computer use and troubleshoots basic computer and office equipment problems.
6. Maintains up-to-date knowledge of CloudLibrary and ERead Texas usage and issues surrounding the use of e-materials.
7. Assists with processing and repair of library materials.
8. Participates in staff meetings to discuss and resolve problems, contribute ideas for improvement, and keep updated on library plans and activities.
9. Assists with opening and closing duties as needed.
10. Attends continuing education classes and/or webinars that are relevant for position.
11. Assists with special projects, programs, events, and outreach.
12. Maintains the library material holds shelf.
13. Maintains the hygiene closet area – assists in organizing backstock and collecting and organizing new donations as needed.
14. Follows and carries out SCL and Swisher County policies and procedures.
15. Report supply needs, maintenance, or safety issues to the Library Director.
16. Performs other related duties as required.

JOB KNOWLEDGE, TRAINING, AND EXPERIENCE

The position requires proficiency in computer use and the ability to work effectively with the public. Knowledge of the area in which the library is located and an understanding of the true nature of rural and/or small communities and their libraries is helpful.

EQUIPMENT OPERATED: Must have computer and peripherals knowledge. Ability to use a copy machine, fax machine, telephone, printers, scanners, and various audiovisual equipment.

ABILITY AND SKILLS

- Ability to gain proficiency using the SIRSI Workflows System.
- Ability to gain a working understanding of current and developing technologies as they relate to public library operations and services. This includes databases, electronic devices, and social media.
- Ability to use computer software, including Google Sheets, Docs, as well as Microsoft Publisher, Excel, and Word.
- Ability to establish a positive working relationship with library staff and the general public.
- Ability to work independently and as part of a team.
- Ability to use alphanumeric order.
- Ability to maintain confidentiality and use appropriate judgment in handling information and records.
- Ability to maintain high standards of library service.

PHYSICAL EFFORT:

This position requires standing, sitting, and bending for periods of time. Some lifting required. Periods of sustained computer work are essential. Fingering: keyboarding, writing, filing, sorting, shelving, and processing.

WORKING CONDITIONS: The majority of this position is inside. Occasional travel to workshops out of the immediate area may be required. Must be available for some Saturday or evening work hours as needed.