

Evening Library Assistant General Qualification Requirements

Experience and Training: Experience working with the public in a library, clerical or comparable setting. College experience preferred.

Education: High School diploma or GED

Knowledge, Skills, and Abilities: Applicants should:

1. Have good oral and written communication skills and a customer service-oriented approach to assisting patrons
2. Have general computer knowledge and experience in using Microsoft Office products
3. Reliable and able to work well independently as well as collaboratively in a team setting
4. Ability to prioritize tasks and manage time effectively

Preferred Qualifications: College experience preferred

Minimum Educational Qualifications: High School Diploma or GED

Salary or Salary Range: This is an hourly position. The salary is \$10 per hour. This is a non-benefit position. Applications will be accepted until a suitable candidate is found. This position is available on June 1st, 2026.

This is a security-sensitive position and is subject to a criminal history record. Criminal history records will be used only for the purpose of evaluating applicants for employment in security-sensitive positions. (Texas Government Code 411.094 & Texas Education Code 51.215)