



**CITY OF
SAGINAW**

PART TIME LIBRARY ASSISTANT - CIRCULATION

DATE: August 21, 2023 (Effective 10/01/2023) CLOSING DATE: Open until position filled
BEGINNING SALARY: \$15.00 WORK SCHEDULE: 29 hours a week

MINIMUM REQUIREMENTS

CITIZENSHIP: Must be a United States Citizen by birth or naturalization.
EDUCATION: High School or equivalent.
DRIVING: Must have a valid Texas Driver's License and maintain a good driving record
EXPERIENCE: Minimum of two years general clerical and customer service work experience.
Previous library work experience preferred.

***MUST BE ABLE TO PERFORM ESSENTIAL AND NON-ESSENTIAL JOB DUTIES WITH OR
WITHOUT A REASONABLE ACCOMMODATION***

LIBRARY ASSISTANT CIRCULATION - HIRING PROCESS

The hiring process may consist of any or all of the following: Written test (name finding and perception), typing test, personal interview, background and reference check, a physical examination and drug screen. Any offer of employment is contingent on applicant passing the physical examination and drug test. **We reserve the right not to employ any applicant.**

All applications must be returned with:

1. Copy of valid Texas Driver's License or valid identification
2. Copy of Social Security Card
3. Authorization to Conduct Drug and/or Alcohol Testing Form
4. Authority for Release of Information and Waiver
5. Supplemental Work and Personal History Form (Page 1 and 2)
6. DPS Computerized Criminal History (CCH) Verification Form

Applications packets are available:

In Person: City of Saginaw Human Resource Office, 333 West Mc Leroy Blvd., Saginaw, TX 76179
Online: www.saginawtx.org
Email: applications@saginawtx.org
Contact #: 817-230-0329

**NON-TOBACCO USERS PREFERRED
NO SMOKING IN CITY BUILDINGS AND VEHICLES**

Equal Opportunity Employment

Note: The Immigration Reform and Control Act of 1986 requires the City of Saginaw to hire only U.S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.