



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**PASSPORT CLERK
SOUTHWEST HISTORY & GENEALOGY
ECTOR COUNTY LIBRARY**

The Ector County Library is in need of a Passport Clerk II for the Southwest History & Genealogy Department. The Clerk II will be under the supervision of the Library Director.

PRIMARY DUTIES: The Passport Clerk II is responsible for assisting applicants throughout the passport process, makes appointments, assist with filling out forms and answering questions. This position will also verify the passport photos, applicant's ID, proof of citizenship, and administer the oath. Reviews applications for proper completion. Will forward the application to the appropriate agency for processing. Other duties as assigned.

MINIMUM QUALIFICATIONS: A High School Diploma or GED. The Clerk II must be able to communicate clearly orally and in writing in English and Spanish; ability to work with the public and maintain effective working relationships with others. Must be computer literate, be able to type 35wpm and file alphabetically and numerically.

***CLERICAL TESTING WILL BE GIVEN AT THE TIME THE APPLICATION IS SUBMITTED**

SALARY: \$15.61 per hour plus excellent benefits, workdays & hours are: Monday-Friday, 9:00 am – 6:00pm

DEADLINE: UNTIL SUFFICIENT APPLICATIONS HAVE BEEN SUBMITTED FOR CONSIDERATION

Please apply in the Human Resources Department at the Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

Notice: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DJHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.