



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**PART-TIME LIBRARY CLERK
ECTOR COUNTY LIBRARY**

The Ector County Library has an opening for a Part-Time Library Clerk. The Part Time Library Clerk will be under the supervision of the Library Administrator or Managing Librarian of the Adult Services Department.

PRIMARY DUTIES: The Part Time Library Aide will assist patrons at service desks with checking materials in/out and locating materials/information and will process materials for check out. Will assist patrons in computer lab with program software and printing, will locate information from the Internet and books and will perform receptionist duties. Will shelve books and assist Managing Librarian setting up events in the library and the park which includes bringing up tables and chairs from the basement. Will need to be willing to assist with programs and outreach and possibly drive the sprinter van and go to the mall to service book vending machine, and will perform other duties as assigned by the Library Administrator or Managing Librarian.

MINIMUM QUALIFICATIONS: Requires a High School Diploma or GED. Have the ability to type 35 wpm with minimal errors and must be able to file alphabetically and numerically.

SALARY: Depending on experience. The work days & hours for this specific position are Tuesday-Saturday 3-7 but may vary, but only adding up to 20 hrs. per week.

DEADLINE: Until sufficient applications have been submitted for consideration.

Please apply in person or online at the Human Resources Department at the Ector County Annex Building 1010 E. 8th Street, room 126, Odessa, Texas or you may apply on the link: applications@ectorcountytexas.gov Ector County does not discriminate based on 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 (DHS), with information from each new employee is Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug test is required.

07/24/19

Job #626