



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**CLERK II – CHILDREN’S DEPARTMENT
ECTOR COUNTY LIBRARY**

The Ector County Library is in need of a Clerk II. The Clerk II will be under the supervision of Managing Librarian and the Library Director.

PRIMARY DUTIES: The Clerk II will assist Children’s Librarian in library service to children and young adults. Assists Managing Children’s Librarian in reviewing, selecting, ordering and deselecting books, audio books, software, videos and all library materials for children and young adults, as instructed. Duties will also include assisting parents, teachers and children in selecting and finding books, material and information on the Internet and databases and all formats for recreational and educational purposes. Assisting in conducting story times, puppet shows, craft programs, summer reading clubs, school visits and tours, as required by Managing Children’s Librarian. Will also perform all other related duties as assigned by the Managing Librarian and Library Director.

MINIMUM QUALIFICATIONS: High School diploma or GED; must be able to type 35wpm with minimal errors and file alphabetically and numerically.

SALARY: \$13.20p/h with benefits; work days & hours: Monday-Friday & some Saturdays; hours vary: 8:30am-5:30pm, 11:30am-8:30pm or 9:00am-6:00pm.

DEADLINE: Until sufficient applications have been submitted for consideration

Please apply online at: <http://www.co.ector.tx.us/page/ector.JobOpenings>. 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 (DJHS), with information from each new employee is Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

12/07/20

Job # 580