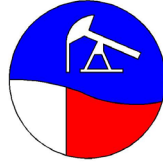


Risk Management/Insurance Department
Office: (432) 498-4011
Fax: (432) 498-4097



Payroll/Retirement Department
Office: (432) 498-4026
Fax: (432) 498-4097

**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**REFERENCE CLERK II
ECTOR COUNTY LIBRARY**

The Ector County Library is in need of a Reference Clerk II. The Clerk II will be under the supervision of Reference Department Head and the Library Director.

PRIMARY DUTIES: The Clerk II will be responsible for maintaining, processing records periodicals, newspapers. Microfilm, book binding, assist patrons in using the public access catalog and in locating materials; answering directional and factual questions, both by telephone and in person; assisting in weeding, inventory, special projects, pulling catalog cards, maintenance of copy machine and reader printers; and all other related duties as assigned by the Library Director.

MINIMUM QUALIFICATIONS: Requires a High School Diploma or GED; College degree preferred; the ability to type 35 WPM with minimal errors; must be able to file alphabetically and numerically.

SALARY: \$13.20/hr plus excellent benefits; Monday-Friday, occasionally some Saturdays, 8:30 a.m. - 5:30 p.m.; 11:30 a.m. - 8:30 p.m.; 9:00 a.m. - 6:00 p.m.).

Clerical Testing will be given at the time the application is submitted.

DEADLINE: Until sufficient applications have been submitted for consideration.

Please apply in the Human Resources Department at the Ector County Annex Building: at 1010 E. Eighth Street, Room 126, Odessa, TX. 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 (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

12/21/2020

Job # 576