



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**CLERK II – AV/YA
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 library patrons at service counter providing library information, research, instruction of library services, locating items, and other tasks based on patron need. Creates informational flyers based on library programs, events, and other information that patrons need to know. Assists library patrons service desk checking materials in and out on computerized library software. Goes to outreach events and on WOW routes on a rotating basis. Duties these events can include moving tables and chairs, pushing carts, answering questions, signing up patrons for library cards, and assisting patrons with crafts. This is not an inclusive list of possible duties. May be put in charge of running programs when needed. Perform as backup for scanning and faxing for patrons. 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: \$15.20p/h with benefits; work days & hours: Monday-Friday & some Saturdays; hours vary: 10:00 am-7:00 pm 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.

07/15/25

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