



Ector County, Texas

Library Reference Clerk II
ECTOR COUNTY LIBRARY

The Ector County Library has a position open for a Library Reference Clerk II. The clerk will be under the supervision of the Library Administrator and Managing Librarian.

Primary Duties: The Reference Clerk must be able to communicate well with fellow staff and patrons. They will assist patrons answering questions in person and over the phone, through chat, email, and correspondence. They will help patrons finding books and information, doing research on varied topics, and processing materials for checkout. Some shelving will be required, so knowledge of the Dewey Decimal System is a plus. They will also assist people in the computer lab so they need to be comfortable with Windows Office Software and internet websites and printers. This position is responsible for designing the library's monthly newsletter in Canva and keeping records on the periodicals the library subscribes to. Also needs to be comfortable counting money and balancing a cash register. Needs to love reading and helping people. Must be a licensed driver with a clean driving record. Need to be physically able to lift boxes of books in and out of sprinter van.

Minimum Qualifications: High School Diploma or GED; the ability to type 35 wpm with minimal errors and must be able to file alphabetically and numerically. Some college and experience doing online research preferred.

SALARY: \$15.20 p/h with retirement benefits. Hours will be to Monday through Thursday with 9-6 or 10-7 and alternating Fridays or Saturdays. (Will work every third Sat.)

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, or online at <https://www.co.ector.tx.us/page/ector.JobOpenings>. 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 is Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.