

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**

**PART TIME LIBRARY REFERENCE AIDE  
ECTOR COUNTY LIBRARY**

The Ector County Library is in need of a Part Time Library Reference Aide. The Part Time Library Reference Aide will be under the supervision of the Library Administrator or Managing Librarian.

**PRIMARY DUTIES:** Part Time Library Reference 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, assist in scanning disks, will locate information from Internet and will perform receptionist duties. Will process new materials for check out by applying identification and classification stickers, book jackets, security stickers, spine labels and reinforcement and will perform other duties as assigned by the Library Administrator or Managing Librarian.

**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.

**SALARY:** \$15.20 p/h with retirement benefit; work days & hours: Tuesday-Saturday 3pm-7pm

**DEADLINE:** Until sufficient applications have been submitted for consideration.

Please apply in Human Resources Department at the Ector County Annex Building 1010 E. 8<sup>th</sup> Street, Room 126, Odessa, Texas. 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.