

**City of Yoakum
Employment & Promotional Opportunities**

Job Posting No. 207

The City of Yoakum needs a qualified individual to fill the following position. To request an application, please contact:

City Clerk
City of Yoakum
808 Hwy 77A South
Yoakum, TX 77995
Phone #: (361) 293-6321

Final selection for hiring is subject to City Manager's approval. In cases of equally qualified applicants, City employees will be given hiring (promotional) preference.

In order to provide a drug-free work place, the City of Yoakum requires drug testing as part of the pre-placement physical. The City of Yoakum is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, genetic information, religion, age, or disability in employment of the provision of services.

POSITION: **LIBRARY ASSISTANT (PART-TIME)**

ESSENTIAL DUTIES: Maintain library card system of patrons authorized to check out library books and utilize other library services; assist patrons in ordering materials from the interlibrary loan network; assist citizens with information about the library, as well as, any other information requested, if available; keep library materials organized and available for public use; and assist patrons with public access computers

OPENING IN: **LIBRARY**

QUALIFICATIONS: High school diploma or equivalent and computer knowledge with typing skills of at least 40 wpm.

PHYSICAL REQUIREMENTS: Fingers, hands, and arms dexterity; eye-hand coordination; good hearing and vision; lifting of books, office materials, boxes, and supplies; sitting, standing, stooping, bending, squatting, and walking associated with library functions

STARTING SALARY: **\$8.57 per hour**

**CLOSING DATE FOR
RECEIPT OF APPLICATIONS: OPEN UNTIL FILLED**

Notice Posted: Wednesday August 2, 2017 at 11:30 a.m.