



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**COURT ADMINISTRATOR
ECTOR COUNTY 161ST JUDICIAL COURT**

The Ector County 161st Judicial Court is in need of a Court Administrator II. The Court Administrator II will be under the supervision of the Ector County 161st Judicial Court Judge.

PRIMARY DUTIES: The Court Administrator will assist with the operations and functions of the Ector County 161st Judicial Court and will be responsible for answering telephones, producing and preparing several types of court dockets and notices, assisting jurors, typing, filing, scheduling hearings and other court settings, interacting with attorneys, county officials, department heads, and the general public, delivering Court documents from various offices, collating copies, transmitting Court notices to attorneys and bonding companies, monitoring caseloads, performing overall general office work, and all other duties as assigned by the 161st Judicial Court Judge. Complete job description can be found in Human Resources.

MINIMUM QUALIFICATIONS: High school diploma or GED. The applicant must have at least five (5) years of civil or criminal experience in the legal field, ability to type 40wpm with minimal errors, able to use a 10 key calculator by touch, file alphabetically and numerically with minimal errors, have legible handwriting, and have proper telephone and personal etiquette.

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

SALARY: DOE (Depend on experience) plus benefits; workdays & hours: Monday-Friday; 8:00am–5:00pm and occasional need to work after hours depending on court settings.

DEADLINE: Until sufficient applications have been submitted for consideration

Please apply in Human Resources Department at Ector County Annex Building, 1010 E. 8th Street, Room 126, Odessa, Texas 79761. 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 (DHS), with information from each new employee is Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

10/21/20

Job# 611