



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**LEGAL SECRETARY
ECTOR COUNTY DISTRICT ATTORNEY'S OFFICE**

The Ector County District Attorney's Office is in need of a Legal Secretary to handle front desk and secretarial duties. The Legal Secretary will be under the supervision of the District Attorney.

PRIMARY DUTIES: Welcome visitors by greeting them, in person or on the telephone; answering or referring inquiries appropriately; notify other office members of visitor arrival; maintain security by following procedures and telecommunication system.

MINIMUM QUALIFICATIONS: Requires high school diploma or GED. Prefer prior office/clerical and legal experience. Must have the ability to type 40 wpm; be experienced in use of personal computer, 10 key by touch, with knowledge of Microsoft Word and/or Word Perfect, knowledge of office practices, including filing and proper telephone etiquette.

- Clerical Testing will be given at the time the application has been submitted.

SALARY: \$ 16.45 - \$ 17.12 DOE with benefits; workdays & hours: Monday-Friday 8:00am—5:00pm.; however, additional hours may be necessary as workload dictates.

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 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's form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.