



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**DEPUTY COUNTY CLERK
COUNTY CLERK OFFICE**

Position Summary

The Deputy County Clerk performs a variety of clerical, administrative, and customer service duties in support of County Clerk operations. This position assists the public with filings and information requests, processes legal and office documents, maintains records, and performs ministerial duties in accordance with Texas law and county procedures. The ideal candidate is organized, dependable, detail-oriented, and able to maintain professionalism and confidentiality in a fast-paced office environment.

Essential Duties and Responsibilities

- Assist the public in person and by phone with filings, records, and general information
- Answer phones, direct calls, and take messages appropriately
- Receive payments, post payments, and issue receipts accurately
- Process and maintain legal and office documents
- Perform ministerial duties, including signing documents, applying official seals, and file-stamping documents
- Maintain filing systems, databases, inventory, and incoming/outgoing mail
- Arrive on time and consistently work assigned schedule with reliability and professionalism
- Perform additional duties as assigned

Qualifications

- High school diploma or equivalent required
- The candidate must be able to pass a fingerprint background check.
- Strong written and verbal communication skills
- Proficiency in Word, Excel, and Outlook, including operating telephone, copier and scanner
- Ability to maintain confidentiality and handle sensitive documents responsibly
- Ability to work independently and collaboratively as part of a team

Knowledge, Skills, and Abilities

- Ability to establish and maintain effective working relationships with employees, elected officials, and public
- Exceptional organizational and multitasking abilities with strong attention to detail and accuracy
- Positive, cooperative attitude and strong customer service skills
- Flexibility and willingness to learn new procedures and systems

Physical Demands

- Must be able to sit for extended periods of time
- Must be able to bend, stoop, squat, and lift up to 20 pounds

Salary and Schedule

- \$16.00 p/h, plus excellent benefits; workdays & hours: Monday- Friday: 8:00am- 5:00pm

Please apply in Human Resources at the 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.