



**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. The Legal Secretary will handle criminal cases, organize dockets for court hearings, close out criminal cases and handle clerical duties such as typing, scanning and filing.

**PRIMARY DUTIES:** Answering phones, providing clerical assistance to others, typing; filing; sending notifications on criminal cases, keeping up with a court calendar, closing out criminal files.

**MINIMUM QUALIFICATIONS:** Requires high school diploma or GED. Prefer prior office/clerical and legal experience. Must have the ability to type 50 wpm; be experienced in use of personal computer, knowledge of 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:** DOE with benefits; work days & hours: Monday-Friday 8am-5pm.

**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. 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.

01/06/2025

Job #624